

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
January 5, 2017
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 10:08 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 APPROVE PSA WITH SUNGARD. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Sungard for eFinance. Mr. Demi explained this I required for all upgrades. Mr. Kennedy said that there will be an upgraded version of eFinance this year. Mya Toon explained that it would be very expensive to switch companies due to the necessary customization. Mr. Mirabito said 25 years is a long time to be with one company, and suggested that competitors be looked at and compared.

2.2 APPROVE INVOICE FROM TELEOSOFT. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved invoice from Teleosoft for Orphan's Maintenance Fee in the amount of \$12,500.

2.3 APPROVE AMENDMENT TO AGREEMENT WITH ARRAYA. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved amendment to agreement with Arraya Solutions at no cost.

2.4 APPROVE AMENDMENT 2 WITH MONTOURSVILLE BOROUGH. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved amendment 2 to professional service agreement with Montoursville Borough for Indian Park & Nature Trail extending it to September 30, 2017.

2.5 APPROVE AMENDMENT 2 WITH MCCORMICK LAW FIRM. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved amendment 2 to professional service agreement with McCormick Law Firm for solicitor services extending it to February 28, 2017.

Kurt Hausammann explained this extension is due to the current request for proposals for this service.

2.6 APPROVE PSA WITH DELTA DEVELOPMENT. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved professional service agreement with Delta Development for 2017 not to exceed \$124,000.

2.7 APPROVE PSA WITH SEDA COG. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with SEDA COG for FFY 2015.

Megan Lehman explained this is more cost effective and provides a better service than attempting to do this job in-house.

Mr. Mirabito pointed out that SEDA COG is an approved CoStars vendor.

2.8 APPROVE PSA WITH DAVID WILK. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved professional service agreement with David Wilk, Esq. for Solicitor for Collections Office.

2.9 APPROVE PSA WITH COLUMBIA COUNTY. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Columbia County for Inmate Housing on an as needed basis.

2.10 APPROVE INVOICE FROM DOMINION VOTING. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0),

approved invoice from Dominion Voting in the amount of \$20,889.00 for an annual licensing agreement.

2.11 APPROVE AGREEMENT FOR WORKERS COMP. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved workers compensation agreement with Henry Dunn agency for AmeriHealth.

Ann Gehret said that three quotes were received.

Mr. McKernan said the switch is necessary due to exposure and protection risk.

Mr. Mussare said it was a difficult decision to make. The Hartman Group provided excellent service.

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

Veterans Affairs - reclassification of David A. Keene as full time Veterans Affairs Assistant - Pay grade 7 - \$19.44/hour effective 1/1/17.

Veterans Affairs - reclassification of Natalie Steppe as full time Clerk IV - Pay grade 5 - \$16.51/hour effective 1/1/17.

Fiscal Services - reclassification of Lori L. Weston as full time Lead Fiscal Technician - Pay grade 7 - \$23.08/hour effective 1/1/17.

Human Resources - reclassification of Lauren K. Bower as full time HR Generalist - Pay grade 9 - \$44,200.45/annually effective 1/1/17.

Human Resources - reclassification of Rebecca A. Praster as part time Clerk III - Pay grade 4 - \$15.09/hour effective 1/1/17, not to exceed 1,000 hours annually.

Information Services - reclassification of Gary L. Fox as full time Printer - Pay grade 7 - \$22.89/hour effective 1/1/17.

PCD - reclassification of Joshua Schnitzlein as full time Hazard Reduction Planner - Pay grade 9 - \$42,179.89/annually effective 1/1/17.

DPS - EMA - reclassification of Daniel N. Dorman as full time EMA Manager - Pay grade 11 - \$75,877.21/annually effective 1/1/17.

DPS - Communications - Matthew Oldt, II as full time Telecommunicator I - WOE - Pay grade 6 - \$16.59/hour effective 1/16/17.

Courts - reclassification of Libby L. Williams as full time Clerk IV - Pay grade 5 - \$15.95/hour effective 1/1/17.

APO - reclassification of Suzanne Croteau as full time Clerk IV - Pay grade 5 - \$20.85/hour effective 1/1/17.

Prison - reclassification of Phillip Keeler as full time Maintenance III (Electrical) - Pay grade 8 - \$24.59/hour effective 1/1/17.

Coroner - reclassification of Jennifer L. Nolan as full time Deputy Coroner - Pay grade 7 - \$21.54/hourly effective 1/1/17.

District Attorney - Suzette M. Shipman as part time Clerk I - Pay grade 2 - \$10.94/hour effective 1/9/17, not to exceed 1,000 hours annually.

Prothonotary - reclassification of Kevin S. Williams as full time Deputy - Pay grade 8 - \$38,548.49/annually effective 1/1/17.

Sheriff - reclassification of Amanda K. Bess as full time Clerk III - Pay grade 4 - \$13.95/hour effective 1/1/17.

Sheriff - reclassification of Eric T. Spiegel as full time Sergeant - Pay grade 8 - \$21.12/hour effective 1/1/17.

Sheriff - reclassification of Jason J. Sparks as full time Sergeant - Pay grade 8 - \$22.64/hour effective 1/1/17.

Sheriff - reclassification of Matthew J. Kula as full time Sergeant - Pay grade 8 - \$21.46/hour effective 1/1/17.

2.12 ACCEPT HUMAN RESOURCES REPORT. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), accepted the Human Resources Report through December 31, 2016.

Mr. McKernan recessed the Commissioners' Meeting at 10:51 a.m.

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Controller Rogers was present.

3.2 2017 SALARY SCALE - A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (4-0), adopted the salary scale for year 2017.

It was explained that there is a 1% increase to the minimum/maximum of each paygrade. There is also a 1.5% increase pending a successful evaluation.

3.3 2017 TDA - A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-1, Controller Rogers abstained due to not having the opportunity to review the proposed TDA and not feeling it is related to the salary board), approved Table of Distribution and Authorizations for 2017.

Mr. Mirabito suggested that there needs to be a deeper look at this "tool".

3.4 2017 SALARY SCHEDULE - A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-1, Controller Rogers abstained due to not having the opportunity to review the proposed salary schedule), adopted the Salary Schedule for 2017.

3.5 ADJOURN SALARY BOARD. The Salary Board was adjourned at 11:02 a.m.

Mr. McKernan reconvened the Commissioners' Meeting at 11:02 a.m.

6.0 COMMISSIONER COMMENT. Mr. McKernan opened the floor to commissioner comment and none were received

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

8.0 NEXT REGULARLY SCHEDULED MEETING. Mr. McKernan announced the next regularly scheduled meeting as a work session on Tuesday, January 10, 2017.

9.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), adjourned the Commissioners' Meeting at 11:02 a.m.