

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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**Minutes of the Meeting of  
September 28, 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 10:04 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 the following were received:

Solicitor Smith explained that in reference to item 2.5, he did a thorough review of the lease, and it is in order. This building had been used for a magisterial office for 30 years. In 2007 an opinion was received that it was ethically ok for Tammy Lepley to purchase the building. He reviewed the judicial act as well as the public ethics law. This has been thoroughly reviewed and vetted.

**2.0 ACTION ITEMS**

2.1 ADOPT RESOLUTIONS FOR KOZ EXTENSION. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), adopted resolutions 2017-22, 23, 24, 25 for extension of Keystone Opportunity Zones.

2.2 APPROVE GRANT APPLICATION TO THE FIRST COMMUNITY FOUNDATION.

A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved grant application First Community Foundation Partnership of Pennsylvania in the amount of \$4,790 for the Coroner's office for the construction of a cremains vault.

2.3 AWARD CONTRACTS FOR FOOD PRODUCTS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), awarded contracts for food items to the following on a per item as needed basis:

|                    |                         |
|--------------------|-------------------------|
| Keyco Distributors | Benjamin Foods          |
| Feesers, Inc       | Sysco Food Services LLC |

2.4 APPROVE LEASE WITH SUSQUEHANNA HEALTH. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved lease agreement for with Susquehanna Health for the forensic center and DUI center for a period of 60 months in the amount of \$25,279.03/annually.

Mya Toon explained that the rent is waived by the hospital.

2.5 APPROVE LEASE RENEWAL WITH TAMMY LEPLEY. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved lease agreement for MDJ Lepley through December 2021 in the amount of \$1,917.13/month.

Mya Toon explained this is comes to approximately \$6.77/square foot.

2.6 APPROVE AGREEMENT WITH CUMMINS SALES & SERVICE. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved agreement with Cummins Sales and Service, in the amount of \$21,853.57.

2.7 APPROVE 904 GRANT APPLICATION. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved 2017 904 Recycling Performance Grant application.

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

- Courts – MDJ Frey – promotion of Deanna M. Roth to Full time replacement Clerk IV – Pay grade 5 – \$17.55/hour effective 9/24/17.
- Public Defender – Dance F. Drier as full time replacement Assistant Public Defender – Union - \$52,250.56/annually effective 10/2/17.
- Domestic Relations – reclassification of Greta L. Davis as full time Deputy Chief DRO – Pay grade 11 - \$53,556.82/annually effective 10/8/17.
- District Attorney – reclassification to full time replacement Assistant County Detective – NEU - \$18.305/hour effective 10/22/17.
- Coroner – Olivia A. Forney as part time replacement Deputy Coroner/On Call – Pay grade 7 - \$16.83/hour effective 10/2/17, not to exceed 1,000 hours annually.

Coroner – Alysse R. Williams as part time replacement Deputy Coroner/On Call – Pay grade 7 - \$16.83/hour effective 10/2/17, not to exceed 1,000 hours annually.

2.8 ACCEPT HUMAN RESOURCE REPORT. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), accepted the Human Resources Report through September 30, 2017.

***Mr. McKernan recessed the Commissioners' Meeting at 10:41 a.m.***

#### **4.0 BOARD OF ASSESSMENT REVISION**

4.1 CONVENE BOARD OF ASSESSMENT REVISION. Mr. McKernan convened the Board of Assessment Revision at 10:16 a.m.

4.2 APPROVE REAL ESTATE EXONERATIONS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved the following real estate exonerations:

46-334-102.09 - Mark & Denise Gatsche - 70 Boston Cove Rd - -\$86.94 - Duplicate Interim 2017.

23-337-137-007 - Blaine & Donna Brown - 1205 Mordan Hollow Rd Lt 7 - \$211.26 -Trailer moved out of county 2016-2017.

4.3 APPROVE REAL ESTATE EXEMPTIONS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved the following real estate exemption requests:

27-288-179 Quiggleville United Methodist Church 2119 W Rt 973 Hwy.

40-006-200 Muncy Creek Twp 170 W Water St.

15-004-107 Hepburn Township 457 Haleeka Rd.

43-004-100 Apostolic Pentecostal Church 2405 Bottle Run Rd.

37-003-108 Muncy School District 227 Pepper St.

57-001-307.A Washington Township 15973 S Rt 44 Hwy.

39-001-408 Muncy Historical Soc Museum 296 N Market St.

4.3a TABLE EXEMPTION REQUEST. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), tabled the following real estate exemption request:

18-168-117.02 Jackson Township Blockhouse Rd.

4.4 APPROVE REFUND REQUEST. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved request for real estate refund:

41-352-111.20 - May Dept Stores - \$2,275.11.

4.5 DENY REFUND REQUEST. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), denied request for real estate refund:

57-001-307.A – Washington Twp – \$30.37.

4.6 ADJOURN BOARD OF ASSESSMENT REVISION. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), adjourned the Board of Assessment Revision at 10:51 a.m.

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

**5.0 REPORTS / INFORMATION ITEMS.**

5.1 The Commissioners presented JWD awards to the following:

Agent Bryan Bower & Agent Adam Lorson.

Chief McCoy explained that both agents went above and beyond duties when they responded to a call that a male was unresponsive. They administered Naloxone and assisted EMTs upon their arrival.

5.2 The Commissioners presented the following service awards:

10 years

Adam Gehr.

20 years

Brad Shoemaker.

Heather Klem.

Bill MacInnis.

30 years

Roni Kreisher.

5.3 Marci Hessert announced that Lycoming County is requesting proposals for Muncy Resilience Plan.

**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 the following were received:

Todd Lauer from Jersey shore asked for clarification on the Lepley lease.

Deputy Controller Nicki Collins provided the information.

Larry Stout from Clinton Township relayed the sad event that happened on Sunday night when a hit and run vehicle collided with an Amish buggy where seven were injured.

**8.0 NEXT REGULARLY SCHEDULED MEETING.** Mr. McKernan announced the next regularly scheduled meeting as a work session on Tuesday, October 3, 2017.

**9.0 ADJOURN COMMISSIONERS' MEETING.** A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), adjourned the Commissioners' Meeting at 11:01 a.m.