

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

Telephone (570) 320-2124
Fax (570) 320-2127

COUNTY of LYCOMING
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

www.lyco.org
county.commissioners@lyco.org

**Minutes of the Meeting of
December 21, 2017
Board Room, Executive Plaza
Pine Street, Williamsport**

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

Assistant Solicitor Sees - Present

1.0 OPERATIONS

1.1 CONVENE COMMISSIONERS MEETING. Mr. McKernan convened the Commissioners Meeting 10:05 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 ENACT ORDINANCE 2015-05. A motion by Mr. Mussare and seconded by Mr. McKernan and passed (2-1: Mussare-yes; McKernan-yes; Mirabito-no), enacted Ordinance 2017-05 updating the Hotel Tax Ordinance.

Mr. Mirabito explained his no vote since he feels that the Commissioners should appoint the members to the tourist promotion agency. He feels that changes need to occur to 'get new blood'. He feels that the TPA should be made more accountable in 2018.

2.2 ADOPT RESOLUTION 2017-35. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), adopted resolution 2017-35 for the 2018 TDA.

Mr. Mirabito clarified that this TDA includes removing of 18 positions.

Mr. McKernan further clarified that those positions are currently vacant, and have been so.

Mr. Mussare added that this is due to a past effort that department heads had voluntarily reduced the number of staff. These positions are being removed so that additional hiring is not as easy. These are NOT the cutting of additional positions.

2.3 APPROVE UPDATE TO POLICIES 400 AND 401. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved update to County Policy and Procedures Manual for the following policies: 400 (job code listing) and 401 (pay scale).

2.4 APPROVE PERSONNEL ACTIONS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved the following personnel actions: Juvenile Probation – Robin Leigh Kaiser as full time replacement Clerk I – Pay grade 2 - \$11.79/hour effective 12/26/17.

Sheriff – Odessa R. Carichner as full time replacement Deputy Sheriff – Pay grade 7 - \$18.08/hour effective 1/2/18.

DPS – Communications – reclassification of Scott W. Konkle as full time replacement Communications Specialist/Project Manager – Pay grade 9 - \$30.06/hour effective 12/31/17.

Pre Release – reclassification of Thomas Probst as full time Resident Supervisor – Pay grade 6 - \$16.59/hour effective 12/31/2017.

Mr. Mussare talked about the personnel reduction plan.

2.5 APPROVE AMENDMENT TO AGREEMENT WITH WILLIAMS PIPELINE. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved amendment to agreement with Williams Pipeline Services Company for Transcontinental Gas Pipe Line Corp. - Site License Agreement.

Darla Greiner explained this is contract extension and is at no cost to the county.

2.6 APPROVE PEMA DIRECTIVE. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved PEMA Directive for Certified Hazardous Material Response Teams in Pennsylvania.

2.7 APPROVE TEMPORARY PERMIT. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved temporary permit for the force main project, and authorize the Director of RMS to sign.

2.8 APPROVE CHANGE ORDER 2. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved change order 2 to the 2016 Landfill Gas System Modifications extending it 8 additional weeks.

2.9 APPROVE 2018 FEE SCHEDULES. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved the 2018 fee schedules for the Landfill and Transfer Station.

2.10 APPROVE AGREEMENT WITH DOMINION VOTING. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved 2018 software licensing and hardware maintenance agreement with Dominion Voting Systems in the amount of \$20,889.

2.11 APPROVE PSA WITH ELECTION IQ. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Election IQ not to exceed \$50,000.

Mr. Mussare said this is another example of an unfunded mandate. The Department of Justice is not clear on what criteria will be used to determine accessibility.

2.12 APPROVE PSA WITH PHILLIPS OFFICE SOLUTIONS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Phillips Office Solutions not to exceed \$55,000.

2.13 APPROVE PURCHASE FROM KEYSTONE COMMUNICATIONS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved purchase of Pyramid Vehicular Repeater from Keystone Communications in the amount of \$22,155.25 for the Sheriff's office.

2.14 AWARD TRASH REMOVAL CONTRACT TO FRED HAMM. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), awarded contract for trash removal services to Fred Hamm, Inc. for 2018.

2.15 APPROVE LEASE WITH ARD OPERATING. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (3-0), approved lease for ARD Operating, LLC (Alta) for 2nd & 3rd floor of Third Street Plaza for a period of two years.

Mr. McKernan commented that he is glad to see this lease renewal.

2.16 APPOINT TO BOARDS/ AUTHORITIES. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), appointed/reappointed to boards and authorities as listed on Attachment A.

6.0 COMMISSIONER COMMENT. Mr. McKernan opened the floor to commissioner comment and the following were received:

Mr. Mirabito thanked Larry Fry for his service to the conservation district board. He also thanked Jerry Walls for his service on the Joint Rail Authority.

Mr. Mussare said that many applicants were received, and some not appointed. This was due to a pool of very good candidates. Other positions will be available in the future.

Mr. McKernan said that a decision for RFP on reentry and the early intervention program should be forthcoming. He welcomed Ian Perry, former intern to the Commissioners, to the meeting.

Mr. Mussare thanked those who seldom get recognized, including the media, the employees, and the solicitors. He commented on the great job the Director of Administration has done in trying to run a smooth county government.

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 2, 2018.

9.0 ADJOURN COMMISSIONERS' MEETING. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), adjourned the Commissioners' Meeting at 10:58 a.m.

Attachment A

Lycoming County Library System Board (3 year terms)

Evelyn Derrick	12/31/2018
Louise Eakin	12/31/2019
Christine Foresman	12/31/2019
Rick Mirabito	12/31/2019
Ben Brigandi	12/31/2018
Patricia Shipman	12/31/2018
Diane J. Eck	12/31/2020
Vacant	12/31/2020
Tom Burkholder	12/31/2020

Lycoming County Housing Authority (5 year terms)

Brian Booking	12/31/2022
Kenneth Young	12/31/2019
Holly Baker	12/31/2019
Alfreda Bair	12/31/2020
Nicoya Catino	12/31/2021

Lycoming County Conservation District (4 year terms)

Joseph Radley	12/31/2018
Denise Tobin	12/31/2018
Rick Mirabito	12/31/2018
Carl Schlappi	12/31/2019
Paul Wentzler	12/31/2019
Cameron Koons	12/31/2021
Bill Messersmith	12/31/2021

SEDA-COG Board of Directors (1 year term)

Jack McKernan	1/1/2019
Howard Fry	1/1/2019

Lycoming County Airport Authority (5 year terms)

Rebecca Burke	12/31/2021
Bill Martin	12/31/2022
Ryan Tira	12/31/2022
Chris Logue	12/31/2022
Atwood Welker	12/31/2019
Garth Everett	12/31/2019
Frank Pelligrino	12/31/2018

Lycoming County Water and Sewer Authority (5 year term)

Don Konkle	1/1/2021
Mike Miller	1/1/2021
Mike Philbin	1/1/2021
Charley Hall	1/1/2023
James Carpenter	1/1/2019
Frank Forscha	1/1/2019
Jan Ransdorf	1/1/2020
Paul Wentzler	1/1/2020
Victor Marquardt	1/1/2023

Joint Rail Authority (5 year term)

David Schultz	12/31/22
Scott Harvey	12/31/22