

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
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**Minutes of the Meeting of
January 4, 2018
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 none were received.

2.0 ACTION ITEMS

2.1 APPROVE UPDATE TO EOP. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved update to the County Emergency Operations Plan (EOP).

John Yingling explained that it is a requirement to update the plan every two years.

2.2 APPROVE AMENDMENT TO AGREEMENT WITH STEP. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved amendment to agreement with STEP for 2014 PHARE for Lead Agency Supportive Housing extending it to June 30, 2018.

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2.3 APPROVE INVOICE FROM SUPERION. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved invoice from Superior for 2018 efinance Maintenance Pt1 in the amount of \$77,862.48.

2.4 APPROVE INVOICE FROM SUPERION. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved invoice from Superior for 2018 efinance Maintenance Pt2 in the amount of \$19,726.66.

2.5 APPROVE AGREEMENT WITH DOC. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved intergovernmental agreement with Department of Corrections for PREA Reporting Hotline.

2.6 APPROVE AGREEMENT WITH COLUMBIA COUNTY. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved intergovernmental agreement with Columbia County for inmate housing in the amount of \$70/inmate/day on an as needed basis.

2.7 APPROVE AMENDMENT TO PSA WITH ENGINUITY. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved amendment to professional service agreement with Enginuity for valve replacement at the prison extending it to February 23, 2018.

2.8 APPROVE PSA WITH STEELFUSION. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with SteelFusion Clinical Toxicology Laboratory LLC not to exceed \$300/case on an as needed basis for the Coroner's Office.

2.9 APPROVE AGREEMENT WITH PENN COLLEGE. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved agreement with Penn College of Technology for off-campus project Columbarium to house unclaimed cremains in the Lycoming County Coroner's Office.

Mya Toon explained this is at no cost to the county. It will be covered by grants being applied for through Lycoming College and the Coroner's Act 122 funds.

2.10 APPROVE MOU WITH WEST BRANCH D&A. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved memorandum of understanding with West Branch D&A for Act 198 Adult Case Management in the amount of \$30,000.

Mr. McKernan suggested that these services be looked at for the Pre-Release Center.

Mr. Mussare said that emphasis needs to be put on education and work experience.

2.11 APPROVE MOU WITH WEST BRANCH D&A. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved memorandum of understanding with West Branch D&A for Act 198 Juvenile Case Management in the amount of \$15,000.

2.12 APPROVE UPDATE TO TDA. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved update to the TDA – District Attorney - Transfer of one DUI Special Detective position to Central Processing as a Central Processing Officer effective January 1, 2018, and removal of one Temporary Part-time Paralegal position effective January 13, 2018.

2.13 APPROVE PERSONNEL ACTIONS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved the following personnel actions: District Attorney – promotion of Kenneth A. Osokow as full time replacement District Attorney – Elected/appointed - \$179,299/annually effective 1/1/2018.

District Attorney – promotion of Martin Wade as full time replacement 1st Assistant District Attorney/Deputy District Attorney – Pay grade 13 - \$65,044.27/annually effective 1/1/2018.

District Attorney – promotion of Abigail Inns as full time replacement Paralegal – Pay grade 7 - \$18.08/hour effective 1/14/18.

District Attorney – reclassification of James DeVore as part time Central Processing Officer– CPO - \$15.64/hour effective 1/14/18, not to exceed 1,000 hours annually.

Courts – Judge Linhardt – reclassification of Paula J. Simpler to full time Executive Secretary – Pay grade 5 - \$42,484.14/annually effective 1/1/18.

Mr. McKernan recessed the Commissioners' Meeting at 10:30 a.m.

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. The Salary Board was convened at 10:30 a.m. Deputy Controller Collins was present.

3.2 APPROVE 2018 SALARY SCALE. A motion by Mrs. Collins and seconded by Mr. Mirabito and passed (3-0), approved the salary scale for year 2018.

3.3 APPROVE TDA. A motion by Mrs. Collins and seconded by Mr. Mussare and passed (3-0), approved Table of Distribution and Authorizations for 2018.

3.4 ADJOURN SALARY BOARD. The Salary Board was adjourned at 10:31 a.m.

Mr. McKernan reconvened the Commissioners' Meeting at 10:31 a.m.

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

Mr. McKernan said that the board is looking at early intervention program and will meet to interview those organizations who have applied. He mentioned the increase in number of assessed properties and the increase in the tax exempt properties.

Mr. Mirabito said that another issue to discuss is what will be done with the golf course. This is the second year of the agreement with Billy Casper Golf.

Mr. McKernan said that 2017 was another challenging year for golf. There was a significant change but the course is not where the board wishes it to be (financially).

Mr. Mirabito said that he would like to have a public golf course that will not rely on public tax money.

Mr. Mussare said that the debt needs to be paid off. This board did not create the issues, but it must deal with them.

Mr. Mussare talked about the Columbia County contract and how day reporting has been successful in reducing the budget being paid to house inmates in other counties. He mentioned that the freed up bed space in the county prison allows the county to house federal inmates, which creates a revenue stream to fund the re-entry program. He said the board met with the staff from pre-release and they showed an interest in possibly learning how to run this type of program in house. He mentioned that Mr. Mirabito had talked about it previously, and he was opposed to it. But seeing the enthusiasm of the staff, he would consider it as a pilot program.

Mr. Mirabito agreed the employees voiced interest in this.

Mr. Mussare said a common denominator in the county is that the employees are eager to step up and face another challenge. We need to utilize their energy and skills.

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 9, 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 10:45 a.m.