

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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WILLIAMSPORT, PA 17701

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**Minutes of the Meeting of  
March 8, 2018  
Board Room, Executive Plaza  
Pine Street, Williamsport**

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

Solicitor Smith - Present

**1.0 OPERATIONS**

1.1 CONVENE COMMISSIONERS MEETING. Mr. McKernan convened the Commissioners Meeting 10:07 a.m.

1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved the minutes of the previous meeting as they are recorded.  
A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved

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 PROCLAIM AMERICORPS WEEK. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), proclaimed March 12-17, 2018, as AmeriCorps Week.

2.2 APPROVE PSA WITH ADELPHOI. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved professional service agreement with Adelphoi for the Juvenile Probation Office.

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March 8, 2018

2.3 APPROVE AGREEMENT WITH CUMMINGS TOWNSHIP. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved agreement with Cummings Township for tax collection.

2.4 APPROVE PURCHASE FROM OVERHEAD DOOR COMPANY. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved purchase from Overhead Door Company of Lycoming County for the replacement of the Overhead Garage Door Number-17 at the LCRMS Regional Resource Recovery Facility in the amount of \$15,664.

2.5 APPROVE PURCHASE FROM WOOD'S CRW CORP. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved purchase from Wood's CRW Corporation for hydraulic hammer attachment repair in the amount of \$30,126.93.

2.6 APPROVE UPDATE TO TDA. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved update to TDA as follows:  
Courts - Adult Probation Officers, Juvenile Probation Officers, Domestic Relations Officers are now noted as APO/JPO/DRO under Grade on the TDA reflecting that these positions are now Union positions.  
RMS - Eliminate Assistant Operations Supervisor position, grade 6/7 and create Operations Supervisor position, grades 7/8, rename one (1) Equipment Operator, grade 5/6 as a Lead Equipment Operator, grade 7.  
Conservation District - Create one part-time West Nile Virus Technician, grade 7/8.

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

Prison - Maelynn Murphy as full time replacement LPN - Pay grade 6 - \$23.00/hour effective 3/12/18.

Prison - reclassification of Beverly V. Agnoni as full time LPN - Pay grade 6 - \$23.00/hour effective 3/11/18.

Prison - reclassification of Nicole Dawson as full time LPN - Pay grade 6 - \$23.00/hour effective 3/11/18.

Prison - reclassification of Erin M. Dvorscak as full time LPN - Pay grade 6 - \$23.00/hour effective 3/11/18.

Prison - reclassification of Andrea R. Hoover as full time LPN - Pay grade 6 - \$23.00/hour effective 3/11/18.

Prison - reclassification of Iesha Leatherbury-Glover as full time LPN - Pay grade 6 - \$23.00/hour effective 3/11/18.

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

Pre Release - Wade M. Reese as full time replacement Resident Supervisor - Pay grade 6 - \$16.59/hour effective 3/11/18.

Pre Release – Jamie L. Shoemaker as full time replacement Resident Supervisor – Pay grade 5 - \$16.32/hour effective 3/11/18.

Pre Release – Elizabeth N. Deuel as part time replacement Female Resident Supervisor – Pay grade 5 - \$14.14/hour effective 3/19/18, not to exceed 1,000 hours annually.

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

District Attorney – Aaron Gallogly as full time replacement Assistant District Attorney – Union - \$52,764.08/annually effective 3/15/18.

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

RMS - Operations – promotion of Joseph H. Bryson as full time Operations Supervisor – Pay grade 8 - \$23.15/hour effective 3/11/18.

RMS - Operations – promotion of Terry L. Moser as full time Lead Equipment Operator – Pay grade 7 - \$21.20/hour effective 3/11/18.

RMS - Operations – reclassification of Jared P. Gilbert as full time Equipment Operator – Pay grade 6 - \$18.00/hour effective 3/11/18.

RMS - Operations – reclassification of Randy A. Clayton as full time Equipment Operator – Pay grade 6 - \$18.00/hour effective 3/11/18.

RMS - Operations – reclassification of William R. Moore Jr. as full time Equipment Operator – Pay grade 6 - \$18.00/hour effective 3/11/18.

RMS - Operations – reclassification of Charles G. Ulrich as full time Equipment Operator – Pay grade 6 - \$18.00/hour effective 3/11/18.

RMS - Operations – reclassification of Lukas A. Brungard as full time Equipment Operator – Pay grade 6 - \$18.00/hour effective 3/11/18.

Mr. Mirabito explained that the elimination of a position partially funded the increases in these salaries. These increases are due to market conditions. The net result is still a savings.

***Mr. McKernan recessed the Commissioners' Meeting at 10:52 a.m.***

### **3.0 SALARY BOARD**

3.1 CONVENE SALARY BOARD. Mr. McKernan convened the Salary Board at 10:52 a.m. Deputy Controller Nicki Brelsford was present.

3.2 APPROVE UPDATE TO SALARY SCHEDULE. A motion by Ms. Brelsford and seconded by Mr. Mirabito and passed (3-0), approved update to salary schedule as follows:

Courts - Adult Probation Officers, Juvenile Probation Officers, Domestic Relations Officers are now noted as APO/JPO/DRO under Grade on the TDA reflecting that these positions are now Union positions.

3.3 APPROVE UPDATE TO SALARY SCHEDULE. A motion by Mr. McKernan and seconded by Mr. Mirabito and passed (2-1, Brelsford), approved update to salary schedule as follows:

RMS - Eliminate Assistant Operations Supervisor position, grade 6/7 and create Operations Supervisor position, grades 7/8, rename one (1) Equipment Operator, grade 5/6 as a Lead Equipment Operator, grade 7.

Mr. McKernan asked Ms. Brelsford to clarify what she is opposed to in the above. Ms. Brelsford clarified that she is opposed to the entire lot.

3.4 APPROVE UPDATE TO SALARY SCHEDULE. A motion by Mr. Mirabito and seconded by Ms. Brelsford and passed (3-0), approved update to salary schedule as follows:

Conservation District - Create one part-time West Nile Virus Technician, grade 7/8.

3.5 ADJOURN SALARY BOARD. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), adjourned the Salary Board at 10:55 a.m.

#### **4.0 BOARD of ASSESSMENT REVISION**

4.1 CONVENE BOARD OF ASSESSMENT REVISION. Mr. McKernan convened the Board of Assessment Revision at 10:55 a.m.

4.2 APPROVE REAL ESTATE REFUNDS. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved the following Real Estate Refunds:

- 51-004-817.A – SSN Williamsport LLC - \$5150.92.
- 41-352-111 – Lycoming Mall Realty - \$128,312.90.
- 41-352-111-100 – Lycoming Mall Realty - \$6557.20.

4.2 APPROVE REAL ESTATE EXONERATIONS. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved the following Real Estate Exonerations:

14-271-103	Matthew Watts & Chelsea Cran	880 Butternut Grove Rd	69760	68930	-830	(\$5.40)	Correct Acreage
41-352-111-100	Lycoming Mall Realty	115 Lycoming Mall Cir	2249700	1124850	-1124850	(\$7,311.53)	Court Order
41-352-111	Lycoming Mall Realty	809 Lycoming Mall Cir	44886500	22875150	-22011350	(\$143,073.78)	Court Order
51-004-817.A	SSN Williamsport	234 Rt 15 Hwy	2261900	1380100	-881800	(\$5,731.70)	Court Order
31-326-145.D	Lyc Water & Sewer Authority	80 Walnut Ln	14120	0	-14120	(\$91.78)	Exempt
39-001-313	Muncy Borough	209 N Market St	87640	0	-87640	(\$569.66)	Fema Buyout
12-331-154	Fairfield Township	652 Lyons Barr Rd	100590	0	-100590	(\$653.84)	Fema Buyout
24-268-167	Lewis Township	129 Veterans Ln	49630	0	-49630	(\$322.60)	Fema Buyout
30-112-111	Richard Kavanaugh	3210 Ellenton Mtn Rd	44060	20800	-23260	(\$151.19)	House destroyed by fire 12/17
07-004-131-001	Kennard & Nancy Decker	156 Fredna Ave	2060	0	-2060	(\$13.39)	Trailer razed
36-415-110.08	Jerrold & Nicole Stepp	1018 Exchange Rd	162220	0	-162220	(\$1,054.43)	Veteran's Exemption
42-001-604	Herbert Arroyo Jr	127 Antes Fort Pine St	107940	0	-107940	(\$701.61)	Veteran's Exemption

4.3 ADJOURN BOARD OF ASSESSMENT REVISION. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), adjourned the Board of Assessment Revision at 11:03 a.m.

***Mr. McKernan reconvened the Commissioners' Meeting at 11:03 a.m.***

**5.0 REPORTS / INFORMATION ITEMS.**

5.1 The Commissioners recognized the Fiscal Department for receiving the CAFR award for the 27<sup>th</sup> year in a row.

Beth Johnston thanked the external auditors at Baker Tilley for their help.

5.2 Josh Schnitzlein presented the portion of the Comprehensive Plan related to "Flooding."

**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 of Jersey Shore asked why the meetings were no longer advertised in the inside front page of the paper.

Mr. McKernan explained that a blanket ad is published in the beginning of the year. The information Todd is referring to is done by choice by the newspaper.

**8.0 NEXT REGULARLY SCHEDULED MEETING.** Mr. McKernan announced the next regularly scheduled meeting as a work session on Tuesday, March 13, 2018. This meeting will not begin until 10:30 a.m. due to a conflict.

**9.0 ADJOURN COMMISSIONERS' MEETING.** A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), adjourned the Commissioners' Meeting at 11:37 a.m.