

Commissioners:

R. JACK MCKERNAN
Chairman

TONY R. MUSSARE
Vice Chairman

RICHARD MIRABITO
Secretary



MATTHEW A. McDERMOTT
*Director of Administration
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**Minutes of the Meeting of
June 7, 2018
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 PROCLAIM CHILD WELFARE PROFESSIONALS APPRECIATION WEEK. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), proclaimed June 4-8, 2018 as Child Welfare Professionals Appreciation Week.

2.2 APPROVE SUB AGREEMENT WITH THE CITY OF WILLIAMSPORT. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved subrecipient agreement with the City of Williamsport for 2016 PHARE funds in the amount of \$225,000.

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Jenny Picciano explained this agreement is between the County and the City of Williamsport for the 2016 PHARE funds for \$225,000 for the City's Historic Properties Rehabilitation Program.

This program will provide \$225,000 to rehabilitate and preserve historic residential structures that provide affordable housing in the City of Williamsport. Funds will be used offer assistance to both owner-occupied and rental properties. It will be run similarly to the city's current rental rehab program, also funded with PHARE funds. It will offer a 0% interest, 10-year term, deferred forgiveness loan to owners of properties listed in the adopted "Significant Historic Buildings and Sites List" of the City of Williamsport. Applicant can apply for up to \$25,000. A minimum of 15% cash match from the property owner is required.

Approximately nine homes are expected to be assisted. Allowable work under this program includes external and internal code repairs and critical building maintenance, energy efficiency improvements, weatherization, and lead paint abatement.

Preference will be given to units occupied by tenants or owner-occupied households with incomes below the 50% of the 2016 county Area Median Income (\$29,050). PHARE require at least 30% of the funds must benefit these households. No units occupied by households with incomes exceeding 200% of the AMI will be assisted.

The City of Williamsport's Community Development Department will oversee and manage this program. The new program is based on the City's previous historic renovation program and the City's existing BNIP Rental Rehab Program. The program builds upon the City and County efforts to provide affordable housing and address the loss of historic properties in the community.

2.3 APPROVE PSA WITH ENGENUITY LCP. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved professional service agreement with Engenuity LCP for water heater replacement at the prison in the amount of \$109,424.

2.4 RESCIND WILLO CONTRACT. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), rescinded approval of Willo contract and consider it void ab initio.

2.5 APPROVE CASH REQUIREMENT REPORT. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved accounts payable cash requirement report through June 20, 2018, for payment on June 13, 2018, upon review and approval by commissioners.

2.6 ACCEPT HR REPORT. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), accepted Human Resource Report through May 31, 2018.

2.7 APPROVE TDA CHANGES. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved TDA change: Collections – reclassification of Enforcement Officer (paygrades 8/9) to Administrative Enforcement Officer (paygrades 6/7), Assessment – reclassification of 2 - Field Assessors (paygrades 5/6) to Field Data Collectors (paygrade 6), Public Defenders – addition of one (1) Assistant Public Defender position, Courts – addition of one (1) Temporary Part-time Executive Secretary (paygrade 5).

2.8 APPROVE PERSONNEL ACTIONS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved the following personnel actions: Collections/Assessment – reclassification of Justin F. Smith as full time replacement Field Data Collector – Pay grade 6 - \$17.16/hour effective 6/17/18.
Collections/Assessment – reclassification of Ashley M. Beatty as full time replacement Field Data Collector – Pay grade 6 - \$16.74/hour effective 6/17/18.
Courts - Stacy A. Bower as part time temporary Executive Secretary – Pay grade 5 - \$15.22/hour effective 7/10/18, not to exceed 1,000 hours annually.

Mr. McKernan recessed the Commissioners' Meeting at 10:45 a.m.

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Mr. McKernan convened the Board of Assessment Revision at 10:45 a.m. Deputy Controller Brelsford was present.

3.2 APPROVE UPDATE TO SALARY SCHEDULE. A motion by Ms. Brelsford and seconded by Mr. Mirabito and passed (4-0), approved update to the 2018 Salary Schedule Collections – reclassification of Enforcement Officer (paygrades 8/9) to Administrative Enforcement Officer (paygrades 6/7), Assessment – reclassification of 2 - Field Assessors (paygrades 5/6) to Field Data Collectors (paygrade 6), Public Defenders – addition of one (1) Assistant Public Defender position, Courts – addition of one (1) Temporary Part-time Executive Secretary (paygrade 5)..

3.3 ADJOURN SALARY BOARD. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (4-0), adjourned the Board of Assessment Revision at 10:46 a.m.

4.0 BOARD of ASSESSMENT REVISION

4.1 CONVENE BOARD OF ASSESSMENT REVISION. Mr. McKernan convened the Board of Assessment Revision at 10:46 a.m.

4.2 APPROVE REAL ESTATE REFUNDS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved real estate refunds:
47-205-111 – James & Halle Niklaus - \$192.98.
48-253-126 – Howard & Mildred Campbell - \$172.97.
11-310-139.H – Roger & Harriet Fluke - \$74.35.

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

Parcel Number	Owner's Name	Site Location	From Value	To Value
54-295-117	Samuel & Judy Ann Kutz	1066 Deer Lake Rd	121590	118470
74-001-415	Wayne & Channing Bump	309 Brandon Ave	20210	18000
29-130-149	Red Run & Rod Gun Club	13692 Rt 14 Hwy	75140	24020
29-150-100.A	Red Run & Rod Gun Club	13334 Rt 14 Hwy	52240	28000
42-001-330-018	Michael & Carol Green	65 Shady Acres Ln	8460	0
24-002-409	Shannon Haight	Slacks Run Rd	8710	870
73-006-317	Hillsboro Inlet LLC	633 First Ave	7200	750
66-003-415	Hillsboro Inlet LLC	Park Ave	8800	900

4.4 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 10:49 a.m.

Mr. McKernan reconvened the Commissioners' Meeting at 10:49 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 Marci Hessert announced that LCRMS is requesting bids for Concrete Manhole Boxes for a Force Main Waterline Project (2nd time).

5.2 The Commissioners recognized Barry Hutchins for receiving the excellence in GIS award.

Barry Hutchins presented the following:

This was a group award for those County GIS personnel across the Commonwealth who are participating in the NextGen 9-1-1 sub-committee of the GIS Professionals Association under CCAP. Some these same individuals are also participating with me on PEMA's

NG9-1-1 GIS Working Group; which came about through the efforts of the State Geospatial Coordinating Board. Incidentally, I am a voting member on that board representing the County GIS Professional Association.

GIS will continue to increase in importance at the county level across the Commonwealth; where GIS was nice to have or strongly recommended for 9-1-1 in the past, it is absolutely required in NG9-1-1. We have been ahead of the curve in Lycoming County, our CAD system requires GIS. This will allow Lycoming County to more easily transition to the NG9-1-1 GIS Data Model as the Commonwealth moves to full implementation of NG9-1-1. I have also had the opportunity to sit on NENA's NG9-1-1 GIS Data Model Working Group which recently completed the writing of that standard, (estimated publish date is mid-June). Lycoming County is in a very good position to transition to the new GIS Data model, with an anticipated cost savings to the tax payers in regards to the GIS portion of NG9-1-1.

October of this year will mark the 24th anniversary of GIS in Lycoming County. One of the philosophies put forth in the GIS Concept Plan presented in 1994 was that data should be created once; maintained by the originator; and then used by many other agencies. This has served us well in Lycoming County, the data essential to 9-1-1 is created and maintained there, and those layers such as roads and building points are shared with other departments. A recent example is our participation in the Local Update of Census Addresses, Bill VanCampen as our

9-1-1 Addressing Coordinator has been able to very accurately update the address data for the entire County as requested by the Census Bureau.

Again, thank you for taking time to recognize my efforts today. And as a final reminder, GIS by its nature is a collaborative effort; here and at the Commonwealth level many GIS professionals are working together to make

GIS excel in Pennsylvania.

5.3 The Commissioners presented JWD awards to Luke Ellison and Sara Johns. Ed McCoy detailed the situation that included a search which yielded \$20,000 in cocaine and prevented a possible robbery. On May 17, 2018 The Williamsport Police were called to 641 Fourth Avenue at 8:25PM. Police were called there by Lycoming County Adult Probation who were conducting a home visit. During the visit suspected cocaine was located. As a result police obtained a search warrant and located approximately 192 grams of cocaine and \$2,700 cash. Martinez was subsequently placed in Lycoming County Prison on a detainer and will be formally charged this week.

6.0 COMMISSIONER COMMENT. Mr. McKernan opened the floor to commissioner comment and the following were received:
Mr. Mussare spoke about a trip to Berks County, a third class county, to compare how it does its budget.
Mr. Mirabito spoke about a trip to a health clinic in Somerville NJ to see how it operates and to see if the county can help control costs.

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, June 12, 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 10:56 a.m.