

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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**Minutes of the Meeting of  
October 11, 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 one was received by Mr. Todd Lauer of Jersey Shore. Mr. Lauer stated he believed that the rental agreement with Zartman Equipment Rental should not have been allowed to be on the Tuesday, October 9, 2018 agenda and that approving the rental would open the County of Lycoming up for a lawsuit. Mr. McKernan stated that Zartman Equipment Rental will not be used and that Susquehanna Crane Service will be approved and used to move the wall panels to the third floor of the Courthouse at the lower rate of \$185.00/hour with a 4 hour minimum and including movement/transportation fees. Mr. Lauer brought up concerns that the new hire in the Commissioners' Office Eileen E. Ebner, might be a relative of the Deputy Warden Chris Ebner and it would be a violation of the nepotism policy for the County of Lycoming. It was determined that they are not relatives and not in violation of the nepotism policy. They will not be working in the same department nor do they have supervision over the other. They share a last name.

## **2.0 ACTION ITEMS**

2.1 APPROVE BILL OF SALE TO IGOR YURKOVETSKY. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved the sale of Miscellaneous Lots 1 & 2 of computer equipment in the amount of \$470.00.

2.4 APPROVE AGREEMENT WITH CITY OF WILLIAMSPORT FOR THE EDWARD BRYNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved the agreement and grant submission contingent on the approval of the City of Williamsport City Council. The grant will be used for the City's Back Program.

2.5 APPROVE RENTAL AGREEMENT WITH SUSQUEHANNA CRANE SERVICE. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved crane service at the rate of \$185/hour with a 4 hour minimum. The hourly rate includes all movement costs.

2.6 APPROVE PERSONNEL ACTIONS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.  
Prison- Emiro J. Mugno – as a full time replacement Correctional Officer Relief – CO1 - \$16.01/effective 10/28/18 re-approval due to administrative change for military service.  
Commissioners – Eileen E. Ebner – as full time replacement Executive Secretary – Pay grade 5 - \$29,679.54 annually effective 10/15/18.  
Domestic Relations – Andrew Melzer – as full time replacement Domestic Relations Officer – DRO - \$38,166.82 annually effective 10/15/18.  
Domestic Relations – Suzanne E. Hutchins – as full time replacement Clerk III- Pay grade 4 - \$13.95/ hourly effective 10/15/18.  
Domestic Relations – Nola C. Hitchens – as full time replacement Clerk III- Pay grade 4 - \$13.95/hourly effective 10/15/18.

## **5.0 REPORTS / INFORMATION ITEMS.**

5.1 Declaration of Juvenile Justice Week for October 7 – 13, 2018.

Mr. Robbins stated he would like to take this opportunity to commend his staff on their great work, awesome outcomes and consistently coming under budget. Mr. Robbins stated, "I have a great staff and am very proud of them." Their collaboration with other agencies and organizations serves our youth well and produces desired outcomes, keeping kids safer. He would like to also give appreciation to the Lycoming County Courts, Children and Youth, Lycoming County School Districts, Our Police Departments, Justice Works, BSI, Lycoming Day Treatment and their enhanced program, for working together to solve problems and keep kids out of the legal system.

Mr. Mirabito asked about the department's seniority and retention. Mr. Robbins has been working since 1996, only three employees he can

remember have gone on to work other departments or jobs. The department works well together and has an average tenure of over 18 years. Mr. Mirabito expressed, "It was a testament to Mr. Robbins' leadership and guidance. He thanked the Juvenile Probation Department to their commitment to our community and your service.

Mr. Mussare it is important that you know we rely on your expertise and feel confident when we sign these contracts for hundreds of thousands of dollars, because we trust when you put your stamp of approval on them. We feel confident. Thank you.

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

Mr. McKernan thanked Mr. Heap for his attendance at last night's South Williamsport School Board meeting. The Commissioners also attended. Mr. McKernan said, "The most notable moment was when the room was asked to raise their hands, if they would like a countywide assessment done. Almost everyone in the room raised their hands." He also acknowledged the county did just sign a contract to purchase software that would assist the county when an assessment is done. Thank you again to Tom.

Mr. Mirabito read an article about consolidation of voting districts and asked Mr. Lehman if he had spoken to other municipalities about this possibility. Mr. Lehman stated that he had not directly, and that the municipalities are talking to their solicitors and each other about the possibility of reducing the number of machines and consolidation. There are many things to consider, the number of voters, fewer poll workers, keeping municipalities intact and sharing costs. Mr. Lehman believes that it would be a good conduct of elections to have discussions about these topics and would be happy to participate. It is still early in these discussions and these processes take time.

**7.0 PUBLIC COMMENT**. Mr. McKernan opened the floor to public comment and the following was received:

Todd Lauer – Jersey Shore – I see red flags when MCM consultant Mike McGrady has the same fee as the grants he believes the county would be able to receive should they apply to upgrade their public safety radios. Mr. Lauer believes the system is working together behind the scenes. He wanted to be sure the Commissioners were paying attention. He also wanted to thank Mya Toon for her outstanding performance as an employee looking out for taxpayer's interests, when she noticed the unauthorized invoice and appreciates her attention to details. He wishes more county employees would think as efficiently as Mya. Mr. Lauer visited the construction site at the courthouse; he was concerned that the employees were not making prevailing wages, or being taxed. The solicitor assured him that the workers' pay taxes and when County employees do the work, they are not required by law to pay prevailing wages.

**8.0 NEXT REGULARLY SCHEDULED MEETING**. Mr. McKernan announced the next regularly scheduled meeting as a work session on Tuesday, October 16, 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 10:48 a.m.