

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
November 1, 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 10:06 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 U.S DEPARTMENT OF HOMELAND SECURITY FY2018 EMERGENCY MANAGEMENT PERFORMANCE GRANT PROGRAM AGREEMENT. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.

2.2 APPROVE ANNUAL RENEWAL OF DEVNET PERMITTING AND ZONING SOFTWARE LICENSE. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved for maintenance and support of planning departments' software.

2.3 APPROVE POLYCOM CLARITI AGREEMENT. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved for the installation of videoconferencing systems for the Courts, MDJ and police departments I the amount of \$32, 525.00.

2.4 APPROVE SUBRECIPIENT MONITORING AGREEMENT WITH LYCOMING COUNTY UNITED WAY. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved for them grant term July 1, 2018 – June 30, 2019.

- 2.5 APPROVE SUBMISSION OF PA HOUSING AFFORDABILITY FUND (PHARE) APPLICATION TO PHFA. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved in the amount of \$1.6 million for the following projects:
 - City of Williamsport – Park Avenue Neighborhood Rental Rehabilitation Program (\$200,000)
 - Greater Lycoming Habitat for Humanity - Building Stability One Home at a Time (\$55,000)
 - YWCA Northcentral PA – Liberty House (\$70,000)
 - American Rescue Workers – Rental Assistance Program (\$100,000-\$120,000)
 - STEP Inc.– Supportive Housing Program (\$200,000-\$300,000)
 - Transition Living Centers - Mater Leasing Program (\$200,000-\$300,000)
 - STEP Inc. - Regional Homes-in-Need Program (\$400,000-\$480,000)
 - STEP Inc. – Urgent Need Home Repair Program (\$25,000-\$75,000)
 - Roads to Freedom - Freedom Village (\$350,000)
 - Gatesburg Road Development - Clark Street Senior Housing Project (\$100,000)

2.6 APPROVE LEGAL REPRESENTATION AGREEMENTS FOR THE PUBLIC DEFENDERS OFFICE. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.

- Approve professional service agreement for W. Jeffrey Yates, Esq.
- Approve professional service agreement for Jeffrey A. Rowe, Esq.
- Approve professional service agreement for Michael Dinges, Esq.
- Approve professional service agreement for Donald F. Martino, Esq.
- Approve professional service agreement for Edward J. Rymsza, Esq.
- Approve professional service agreement for Peter Campanas, Esq.
- Approve professional service agreement for Jean Landis, Esq.

2.7 APPROVE TDA UPDATE. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

- Reclassification in Coroner’s office – Clerk IV, paygrade 5 being reclassified to a Deputy Coroner/Administrative Assistant, paygrade 7
- Elimination of one (1) Part-Time Deputy Coroner/On Call, paygrade 7

2.8 APPROVE SWIFT KENNEDY AND ASSOCIATES LEASE AGREEMENT. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.

Mr. McKernan recessed the Commissioners' Meeting at 11:16 a.m.

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Mr. McKernan convened the Board of Assessment Revision at 11:16 a.m.

- 3.2 APPROVE UPDATE TO THE 2018 SALARY SCHEDULE. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved to reflect the following changes:
- Reclassification in Coroner's office – Clerk IV, paygrade 5 being reclassified to a Deputy Coroner/Administrative Assistant, paygrade 7
- Elimination of one (1) Part-Time Deputy Coroner/On Call, paygrade 7

3.4 ADJOURN SALARY BOARD. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), adjourned the Board of Assessment Revision at 11:19 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 Domestic Relations – Pristeen Zimmerman (Teena) 20 years of service award pin.

5.2 Proclamation of November as Infant Safe Sleep Awareness month.

5.3 Planning and Community Development is presenting the long term transportation plan.

5.4 Announcement- Lycoming Count Budget is open for public review.

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

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

8.0 NEXT REGULARLY SCHEDULED MEETING. Mr. McKernan announced the next regularly scheduled meeting as a work session on Tuesday, November 6, 2018.

9.0 ADJOURN COMMISSIONERS' MEETING. Mr. McKernan adjourned Commissioners' Meeting.