

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
February 7, 2019
Board Room, Executive Plaza
Pine Street, Williamsport**

Commissioner McKernan - Present

Commissioner Mussare – Not Present – Attending CCAP EMS Crisis Meeting

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. McKernan and passed (2-0), 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 FUTURE BUSINESS LEADERS OF AMERICA –PHI LAMBDA WEEK IN LYCOMING COUNTY. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved.

2.2 AWARD PURCHASE AGREEMENTS FOR RENTAL EQUIPMENT. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved the following contractors on an as needed basis; as per bit item pricing until 12/31/19 for LCRMS.

1. Allison Crane & Rigging, Inc.
2. Best Line Equipment
3. Cleveland Brothers Equipment Company, Inc.

4. Commonwealth Equipment Corporation
5. Five Star Equipment, Inc.
6. Groff Tractor
7. Herc Rentals, Inc.
8. Lundy Construction Company, Inc./Susquehanna Crane Service
9. Williamsport Crane and Rigging, Inc.

2.3 APPROVE CONTRACTS BELOW \$10K ACTIVITY REPORT FOR JAN 2019. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved.

2.4 APPROVE RENEWAL FY2019 PSA WITH DR. PAT BRUNO. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (3-0), approved to provide expert consultation for the District Attorney's office.

2.5 APPROVE GRANT AND MONITORING AGREEMENTS. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved for the following:

- Lycoming County Senior Citizens in the amount of \$10,000.
- Law Enforcement and Police Training Association in the amount of \$25,000.
- Firetree Place in the amount of \$40,000 for a HVAC, and multiple projects.
- Community Arts Center in the amount of \$10,000.

2.6 APPROVE SOUTH WILLIAMSPORT FY2017 CDBG AGREEMENT. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved.

2.7 APPROVE STEP, INC FFY2016 CDBG AGREEMENT. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved.

2.8 APPROVE CDBG BUDGET REVISION FOR CASH ON HAND. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (2-0), approved.

2.9 APPROVE SECOND AMENDMENT TO AGREEMENT – VASSALLO ENGINEERING & SURVEYING INC. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (2-0), approved.

2.10 APPROVE FY2019-2021 TRANE- COURTHOUSE CHILLER MAINTENANCE CONTRACT. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (2-0), approved.

5.0 REPORTS / INFORMATION ITEMS.

- 5.1 Commissioner McKernan welcomed Jersey High School – Future Business Leaders of America. Maxwell Ferguson spoke on behalf of FBLA and

proudly acknowledged that all of the school districts in Lycoming County have an active FBLA chapter. Jersey Shore is proud to have 52 state qualifiers in their chapter who will be participating in the State Leadership Conference. Mr. McKernan gave them some homework – Provide us with some recommendations on how to keep youth in Lycoming County. It is an urgent problem. We would appreciate feedback. They said they would.

5.2 Court Administration - Job Well Done Award for Keely Hitchens. Please see attached.

Chief Deputy Ulmer – Did a great job handling the caller, keeping them calm and gathering important information until the local police could assist. He appreciated her calm manner in handling the call – a skill that can sometimes take professionals years to attain. Sheriff Lusk- commented that at the end of the day we are a team, we work together as a team with Court Administration/Sheriff’s department and this is an example. We thank and appreciate Court Administration and their efforts.

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:

Scott Miller would like the Commissioners to demand the gas royalties from State Forests being drilled. He stated the monies (1.1 billion dollars) are guaranteed to the County by law. He stated the State is stealing the County’s money, and it is supposed to be used for the environment and parks. He wants the Commissioners to bring the money back to Lycoming County now. He encouraged the members of FBLA to work on campaigns and summer internships this summer.

8.0 NEXT REGULARLY SCHEDULED MEETING. Mr. McKernan announced the next regularly scheduled meeting as a work session on Tuesday, February 12, 2019. The next public meeting will be held on Thursday, February 14, 2019.

9.0 ADJOURN COMMISSIONERS’ MEETING. Mr. McKernan adjourned the Commissioners’ Meeting.

On the morning of January 15, 2019, Court Administrator Clerk Keely Hitchens received a troubling telephone call from a distressed caller.

Early into the telephone conversation, Keely identified the caller was depressed and perhaps suicidal. With no formal training, Keely was sympathetic, non-judgmental, patient, calm, and accepting.

She listened attentively to the caller; consistently being comforting. She allowed the caller to express their emotions, simply allowing the caller to talk.

While on the telephone, Keely was able to get the attention of a co-worker, passing a note, explaining the situation. Keely asked the co-worker to contact the Sheriff's Office who responded immediately.

After assessing the situation, the Sheriff's Office contacted the local police department who responded to the caller's home address, checking on the caller's welfare.

Keely remained on the telephone with the caller for over a half an hour, until police responded.

At the conclusion of the event, the Sheriff's Office stated Keely could very well have saved a life that morning and offered her a Job Well Done.

Furthermore, the Office of the Court Administrator echoes the Job Well Done. Keely consistently displays compassion and patience in all of her interactions. She is applauded for her positive attitude and kindness and her ability to find the good in every person and every situation.

Keely applies this work ethic and philosophy to her entire job – recently, she was recognized in her overall evaluation: Keely is always the first person to offer assistance to court users, immediate co-workers, and other county employees. She is extremely helpful with customers who come into the office. She is one of the first lines of contact with the public and ensures customers are directed to the proper person/office. Keely recently spoke with a juror on the phone who needed to be excused because he was the sole caregiver for a family member. The juror was distressed, and Keely was very patient and spoke with the caller about other agencies that may be available to help, such as the Area Agency on Aging.