

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
January 17, 2019
Board Room, Executive Plaza
Pine Street, Williamsport**

Commissioner McKernan - Present
Commissioner Mussare – Not Present
Commissioner Mirabito - Present

Solicitor Smith - 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. 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 APPROVE CONTRACTS ACTIVITY REPORT FOR JANUARY 1-16, 2019.
Tabled until the end of the month and will be a monthly report per Chairman McKernan.

2.2 APPROVE CHANGES TO THE TDA AND TOTALS REPORT: A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved:

- Prothonotary – Brenda K. Smith – Reclassification of Data Entry Legal, pay grade 4 to Clerk IV, pay grade 5.
- Planning – Removal of Deputy Director GIS position effective January 27, 2019.

2.3 APPROVE PERSONNEL ACTIONS. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved.

- Planning & Community Development – Frances W. McJunkin- as a reclassification to Deputy Director of Planning & Community Development- Pay grade 12 - \$74, 091.28 annually effective 1/27/19.
- Prothonotary – Brenda K. Smith – a promotion and reclassification to Clerk IV- Pay grade 5 - \$16.69/hour effective 1/13/19.
- Veterans Affairs – Michael D. Seitzer – reclassification to fully qualified status Veteran Affairs Assistant- Pay grade 7 - \$18.71/hour effective 1/13/19.
- RMS – Business Office – Lindsey Jo Packard – as full time replacement Clerk III/Accounts Receivable – Pay grade 4 - \$13.95/hour effective 1/28/19.
- Juvenile Probation – Nathan Hill – as full time replacement Juvenile Probation Officer- JPO/Union Position - \$21.95/hour effective 1/27/19.
- Sheriff – Charles E. Schwab – as full time replacement Deputy Sheriff – DS - \$18.34/hour effective 2/4/19.

2.4 APPROVE FY2019 CERTIFICATION OF COUNTY FUNDS- PA FARMLAND PRESERVATION PROGRAM. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved.

2.5 APPROVE FY2019 ANNUAL RENEWAL INVOICES FOR THE SUPERION SOFTWARE MAINTENANCE AGREEMENT. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved contingent upon the payments being split and there is a reduction in price for the licensing and maintenance of various modules of the County’s eFinancePlus package.

2.7 APPROVE FY2018-2019 PSA ALDELPHOI VILLAGE AGREEMENT. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved.

2.8 APPROVE FY2018-2019 PSA WITH C. TOWNSEND VELKOFF, M.S. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved.

2.9 APPROVE 2019 SEDA-COG BOARD REAPPOINTMENTS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (2-0), approved Commissioner R. Jack McKernan and Howard W. Fry, III.

Mr. Mirabito acknowledged they are both doing a great job representing Lycoming County.

Mr. McKernan recessed the Commissioners’ Meeting at 10:32 a.m.

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Mr. McKernan convened the Board of Assessment Revision at 10:32 a.m.

3.2 APPROVE UPDATED 2019 SALARY SCHEDULE: A motion by Ms. Brelsford and seconded by Mr. Mirabito and passed (34-0), approved following changes.
Prothonotary – reclassification of Data Entry Legal, pay grade 4 to Clerk IV, pay grade 5.
Planning – Removal of Deputy Director GIS position effective January 27, 2019

3.3 ADJOURN SALARY BOARD. A motion by Mr. McKernan and seconded by Mr. Mirabito and passed (3-0), adjourned the Salary Board at 10:35 a.m.

Mr. McKernan reconvened Commissioners' Meeting at 10:35 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 Adam Welteroth/Amber Morningstar – Lycoming County Human Trafficking Outreach Team/January as Human Trafficking Awareness Month.

Mr. Welteroth expressed to the Commissioners the incredible problem our region is facing with human trafficking. Route 15 is the primary reason due to the highway's interconnectivity to other states and major highways. Path15 is an alliance that has been created to stand up and stop human trafficking with a diverse group of people. Ms. Morningstar is looking to bring awareness to the public, how victims are blindsided through the kindness of these human traffickers who providing for innocent people and then kidnapped and taken to hotels and other states, where they are being used commercially for sex, turned into sex slaves. Mr. McKernan asked if there is a specific demographic that is susceptible. Ms. Morningstar stated people from all walks of life are being targeted. Teenagers are most susceptible due to their lack of awareness of the possibilities. Human traffickers groom people and lure them to different states. The intention of this proclamation is to raise public awareness and to educate the youth/public so that we can stop human trafficking from happening. Mr. Mirabito and Mr. McKernan recently participated in a largely attended presentation at a church and they would like to put together another presentation in the near future.

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 none received:

8.0 NEXT REGULARLY SCHEDULED MEETING. The next work Session is on Tuesday, January 22, 2019. The EIP presentation by PFM will be held on Thursday, Jan 31, 2019 at 6:30 p.m. in the Commissioner's Briefing room. 1st Floor Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

9.0 ADJOURN COMMISSIONERS' MEETING. Mr. McKernan adjourned the Commissioners' Meeting at 10:41 a.m.