

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 3, 2019  
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. 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 APPROVE RESOLUTION 2019-01 REVISED TDA WITH CHANGES A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved

- Maintenance – Reclassification - Maintenance Supervisor position changed to Maintenance III HVAC
- Maintenance – Reclassification - Maintenance I position changed to Maintenance III
- Planning – Addition of part-time Assistant Transportation Planner
- Pre-Release – Removal of full-time Work Crew Caseworker Coordinator
- District Attorney – Removal of one full-time Clerk III

Mr. Mussare- We lost a number of valuable employees last year and we need to hire quality people to fill these positions.

Ken George – There is a lot of skilled work that needs to be done and less non skilled work. Neither maintenance position has been filled. We have received a number of resumes for the maintenance position and none for the HVAC position. All of these positions have saved Lycoming County thousands and thousands of dollars with the projects they have worked on.

Mr. Mirabito – The part time Asst. Transportation Planner is 100% reimbursable by PennDOT and we will have the expertise of Mark Murawski's 32 years in Transportation.

Mr. McKernan – the Pre Release position has been vacant for 3/4<sup>th</sup> of the year. And the District Attorney's office agreed not to refill this position. It is getting more difficult to attract quality people for these positions due to the job market. These changes have been made to help us save money over the long term.

2.2 APPROVE UPDATE TO COUNTY POLICY AND PROCEDURES MANUAL FOR THE FOLLOWING POLICIES:400(JOB CODE LISTING AND 401( COUNTY PAY PLANS). A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.

2.3 APPROVE REVISED TDA TOTALS REPORT TO REFLECT CHANGES ABOVE. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.

2.4 APPROVE PERSONNEL ACTIONS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved:

Maintenance – Scott Schenck – as full time replacement Custodial Worker – Pay grade 1 - \$10.84/hour effective 1/7/19.

Planning & Community Development- Mark R. Murawski – as a new position part-time Assistant Transportation Planner- Pay grade 14 -\$40.00/hour effective 1/14/19 not to exceed 1000 hours annually.

DPS- Communications- Brenton J. Pflieger- as full time replacement Telecommunicator I/WOE – Pay grade 6 - \$16.59/hour effective 1/7/19.

Adult Probation – Reese L. Holmes- as full time replacement Probation Officer- APO- \$21.95/hour effective 1/6/19.

District Attorney – Diana DiCenso – as part time replacement Clerk I – Paygrade 2 - \$10.94/ hour effective 1/7/19 not to exceed 1000 hours annually.

Pre-Release – Rickie Sue Berkheiser- transitioning from part time status to full time status – replacement Resident Supervisor (Reserve) – Pay grade 5 - \$15.22/hour effective 1/13/19.

Prothonotary – Brandy L. Lechette – promotion to full time replacement Clerk III – Pay grade 4 - \$14.82/hour effective 1/13/19.

2.5 APPROVE GRANT APPLICATION FOR THE LYCOMING COUNTY HAZARD MITIGATION PLAN. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved the amount of \$60,000 with a 25% match requirement. The 25% match requirement was covered by hours worked by staff. The collection of data will be utilized to analyze both manmade and natural disasters from year to year.

2.6 APPROVE 2018 FMA GRANT APPLICATION. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved in the amount of \$260,000 with 10% match requirement.

2.7 APPROVE PROFESSIONAL SERVICE AGREEMENT WITH PORT ELEVATOR, INC. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved for preventative elevator maintenance for County facilities.

2.8 APPROVE FY 2019 PROFESSIONAL SERVICE AGREEMENT WITH CYBERGENETICS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved for expert consultation and forensic laboratory services.

***Mr. McKernan recessed the Commissioners' Meeting at 10:25 a.m.***

### **3.0 SALARY BOARD**

3.1 CONVENE SALARY BOARD. Mr. McKernan convened the Board of Assessment Revision at 10:25 a.m.

3.2 APPROVE REVISED 2019 SALARY SCHEDULE TO REFLECT PAY PLAN CHANGES FOR THE NEW YEAR. A motion by Ms. Brelsford and seconded by Mr. Mirabito and passed (4-0), approved.  
Mr. Mussare in the 2019 Budget the county payroll was \$26,036,779.00. LCRMS payroll is 12.91% of the budget at \$3,361,061. However, they pay their people and none comes from the taxpayers. Federal/State Grants pay for 17.67% of the salaries in the amount of \$4,600,000. The taxpayer portion is 69.42% of the payroll in the amount of \$18,075,718.

3.3 ADJOURN SALARY BOARD. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), adjourned the Salary Board at 10:27 a.m.

***Mr. McKernan reconvened Commissioners' Meeting at 10:27 a.m.***

**5.0 REPORTS / INFORMATION ITEMS.** None

**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.** Mr. McKernan announced the next regularly scheduled meeting as a work session on Tuesday, January 8, 2019. The next public meeting will be held on Thursday, January 10, 2019.

**9.0 ADJOURN COMMISSIONERS' MEETING.** Mr. McKernan adjourned the Commissioners' Meeting at 10:29 a.m.