

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
January 31, 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 10:02 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 RENEWAL AGREEMENT WITH HARRIS LOCAL GOVERNMENT. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved software support and print services of Lycoming County's Tax Collection Software Programs.

2.2 APPROVE PROFESSIONAL SERVICES AGREEMENT RENEWAL WITH DAVID WILK, ESQ. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved David Wilk as Solicitor to Central Collections Office.

2.3 APPROVE REVISED TDA AND TOTALS REPORT UPDATING THE FOLLOWING CHANGES:

- a. Creating one (1) full-time Public Defender, paygrade 15. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.
- b. Creating one (1) full-time Bail Release Officer Position for the Prison, paygrades 8/9. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved
- c. The reclassification of one (1) full-time Domestic Relations Officer, union position to Domestic Relations Attorney, paygrade 11. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-1), approved.
- d. The reclassification one (1) full-time Prothonotary Clerk I (II) position, paygrade 2/3 to Clerk III, paygrade 4 (elected to eliminate 2019 budgeted part-time Clerk I position, paygrade 2). A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

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

Public Defender- Nicole J. Spring – new position as a Full time Public Defender- Pay grade 15 - \$98,304.70 annually effective 2/24/19.

Public Defender – Matthew Welickovitch – as a full time replacement and promotion to 1st Assistant Public Defender – Pay grade 13 - \$60,685.96 annually effective 2/24/19.

Maintenance – Joseph A. Kyle – as a full time replacement and promotion to Maintenance III- Pay grade 8 - \$21.57 /hourly effective 2/10/19.

Prison – Tara R. Savage – as a full time replacement LPN –Pay grade 6 - \$23.00/ hourly effective 2/11/19.

2.5 APPROVE FY2018 PHARE SUB RECIPIENT MONITORING AGREEMENT WITH STEP, INC. FOR HOMES-IN-NEED PROGRAM. A motion by Mr.

Mussare and seconded by Mr. Mirabito and passed (3-0), approved in the amount of \$200,000. There are over 598 families on the waiting list for weatherization, codes compliance and ADA assistance.

2.6 APPROVE 30FT SEWAGE FORCE MAIN EASEMENT FOR RIGHT -OF-WAY WITH GREGG TOWNSHIP. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

Mr. McKernan recessed the Commissioners' Meeting at 10:40 a.m.

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Mr. McKernan convened the Board of Assessment Revision at 10:40 a.m.

3.2 APPROVE REVISED 2019 SALARY SCHEDULE TO REFLECT. A motion by Ms. Brelsford and seconded by Mr. Mirabito and passed (4-0), approved.

- One (1) full time Public Defender, pay grade 15.

Mr. McKernan - Mr. Miele is retiring. We have a very capable Deputy, who has worked over 30 years in the field. She will remain a County employee. She is replacing a contractual position.

Mr. Mirabito – Most attorneys who can try a murder case belong to law firms.

Mr. Mussare – Mr. Miele – Received no pension, did a tremendous job, and worked 30 years for the County. We have received more than what we have paid out. Same goes for Nicole Spring. She is a seasoned Director- she works with the toughest people in the County- tirelessly a dedicated employee. No one is more dedicated. She works more than 9-5pm, more than what we see.

Mr. Mirabito calculated her salary to be \$47.26/hour. 32 years of service, qualified to handle capitol cases.

- One (1) full time Bail Release Officer Position, pay grades 8/9.

This is a key position in reducing people the number of people in prison. The County is expecting have a few retirements. This position requires Act 235 training.

- The reclassification of one (1) full time Prothonotary Clerk 1(II) position, paygrade 2/3 to Clerk III, paygrade 4 (elected to eliminate 2019 budgeted part-time Clerk I position, pay grade 2)

3.3 The reclassification of one (1) full-time Domestic Relations Officer, union position to Domestic Relations Attorney, pay grade 11. A motion by Ms. Brelsford and seconded by Mr. Mirabito and passed (3-1), approved.

Mr. Mirabito – The domestic relations department has gone without an attorney and now having one will put our county in compliance, allow the department to earn Federal dollars and be more competitive with other Counties for Federal dollars.

3.4 ADJOURN SALARY BOARD. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), adjourned the Salary Board at 10:42 a.m.

Mr. McKernan reconvened Commissioners' Meeting at 10:42 a.m.

5.0 REPORTS / INFORMATION ITEMS.

5.1 Recognition of Central Collections Staff.

Mr. Heap recognized the excellent job his staff has done over the past two years. They have cross trained and worked together to cover for each other during vacations, illnesses and handled over 73,000 tax receipts this year alone. In 2018, the LC Central Collections office brought in \$36.6 million in taxes, delinquent taxes and criminal costs and fines. It is not the easiest of jobs; handling unhappy people, delinquent taxes, cost, fines and restitutions for the courts and municipalities. The staff gets along and it makes all of the difference. He would like to proclaim January 31, 2019- Collection's Day to show his appreciation for their efforts over the years and their ability to handle millions of dollars efficiently.

Mr. McKernan stated the Collections department is setting a good example for all of the departments.

Mr. Mussare expressed his appreciation for the reorganization of their department as the Commissioners' requested and reducing 2.5 staff positions to save taxpayer dollars. There is a direct savings to the taxpayers.

You have always been there for us. This recognition is just a small token of our appreciation.

Mr. Mirabito did the numbers and he stated that by reducing the staff by 2.5 is saving \$150K per year and when you add, benefits, pensions it is up to over ten years \$1.5 million dollars in long term savings to the County. You have set an example with your leadership by willing to take on new challenges of what can be done. We appreciate all of you.

5.2 Prison is requesting bids for Food Products. (Mya Toon)

6.0 COMMISSIONER COMMENT. Mr. McKernan opened the floor to commissioner comment and none were received:

Mr. McKernan announced the PRM will be making the EIP Presentation this evening at 6:30 p.m. DCED Jim Rose will be also attending. There was an editorial in the paper today regarding the United Way, and it is good to know that the County has more than doubled the amount of contributions and participants.

I would like to offer his condolences to Somerset County Commissioner John P. Vatauvuk who passed away on Sunday, January 27, 2019. We served on the CCAP Energy and Land Use committee together. He will be missed.

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 5, 2019. The next public meeting will be held on Thursday, January 7, 2019. Both meetings begin at 10:00 a.m.

9.0 ADJOURN COMMISSIONERS' MEETING. Mr. McKernan adjourned the Commissioners' Meeting at 10:50 a.m.

