

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
May 2, 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 10:36 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 PURCHASE AGREEMENT WITH EAGLE TRUCK EQUIPMENT, INC.
A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved for truck body modifications for a 2012 MACK TD713 Titan Semi Truck, R-35 in the amount of \$53,742.00.

2.2 APPROVE PURCHASE AGREEMENT WITH WOODS CRW CORPORATION: A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved for undercarriage parts in the amount of \$39,265.34.

- 2.3 APPROVE PROFESSIONAL SERVICE AGREEMENT WITH DELL MARKETING,L.P. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approve Solomon.
- 2.4 APPROVE PROFESSIONAL SERVICE AGREEMENT WITH SELECT SECURITY. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), in the amount of \$5,373,066.00 was tabled for Commissioner Review.
- 2.5 APPROVE CONTRACTS UNDER \$9,999 ACTIVITY REPORT FOR APRIL. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.
- 2.6 APPROVE LEASE AMENDMENT FOR ALTA. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.
- 2.7 APPROVE HR ACTIVITY REPORT FOR APRIL. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.
- 2.8 APPROVE TDA AND TDA TOTALS REPORT: A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved
District Attorney – Central Processing: Creation of two (2) part-time Central Processing Officer positions.
Veterans Affairs: Creation of one (1) full-time Veterans Affairs Assistant.
- 2.9 APPROVE FOLLOWING PERSONNEL ACTIONS: A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.
Prison – Adam C. Welteroth- as a reclassification to Fully qualified status Bail Release Officer – pay grade 9 – \$22.25 per hour effective 5/5/19.
Prison – Tracey L. Pupo – as a full time replacement Correctional Officer Relief – Reserve- Pay grade C01 – \$16.81 per hour effective 5/14/19.
DA-Central Processing – Anthony J. Rampulla Jr. - a new position as Central Processing Officer – Pay grade CPO - \$15.64 per hour effective 5/6/19 not to exceed 1000 hours annually.

Mr. McKernan recessed the Commissioners' Meeting at 12:03 p.m.

3.0 SALARY BOARD

- 3.1 CONVENE SALARY BOARD. Mr. McKernan convened the Board of Assessment Revision. Krista Rogers, Controller was present.
- 3.2 APPROVE CREATION OF TWO POSITIONS. A motion by Mrs. Rogers and seconded by Mr. Mussare and passed (4-0), approved:

District Attorney/ Central Processing: Creation of two (2) part-time Central Processing Officer positions at \$15.64 per hour.

Veterans Affairs: Creation of one (1) full-time Veterans Affairs Assistant, Paygrades 6/7.

3.3 ADJOURN SALARY BOARD. Mr. McKernan adjourned the Salary Board.

Mr. McKernan reconvened Commissioners' Meeting at 12:05 p.m.

4.0 BOARD OF ASSESSMENT REVISION

4.1 CONVENE BOARD OF ASSESSMENT REVISION. Mr. McKernan convened the Board of Assessment Revision.

4.2 APPROVE REAL ESTATE EXONERATIONS: A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved: See Attachment.

4.3 APPROVE THE FOLLOWING REAL ESTATE REFUNDS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved
26-330.1-187.89 – Blair & Jean Soars - \$2413.74
73-007-204 – Alpha Student Housing - \$248.20

4.4 ADJOURN BOARD OF ASSESSMENT REVISION. Mr. McKernan adjourned the Board of Assessment Revision meeting.

Mr. McKernan reconvened Commissioners' Meeting at 12:05 p.m..

5.0 REPORTS / INFORMATION ITEMS.

5.1 Beth Johnston and Jerry Kennedy – JWD/TOA for installation of the new EFinance Software. Lori Weston
Chris Dalla- Piazza
Howard Persun

This team did an excellent job of installing the new EFinance software, under difficult circumstances of transitioning companies and lost company knowledge, the gaps could have easily prevented employees and vendors from being paid on time. Behind the scenes, this team went above and beyond keeping the County in great working order. Commissioners expressed their appreciation.

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, May 7, 2019. The next public meeting will be held on Thursday, May 9, 2019. Both meetings begin at 10:00 a.m. 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 12:06 p.m..