

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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COUNTY of LYCOMING  
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WILLIAMSPORT, PA 17701

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**LYCOMING COUNTY BOARD OF COMMISSIONERS**  
**Meeting Minutes for WORK SESSION**  
**TUESDAY, December 17, 2019**  
**10:00 A.M.**

**Present:**

**Commissioner McKernan**  
**Commissioner Mussare**  
**Commissioner Mirabito**  
**Solicitor Smith**

**10:00 a.m.**

**1.0 BID OPENING**  
None

**2.0 ACCOUNTS PAYABLE CASH REQUIREMENT REPORT**

2.1 \*Krista Rogers/Nicki Brelsford – Approve Accounts Payable Cash Requirement Report(s). **Mr. Mirabito moved to approve and Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

2.1.1 Approve accounts payable cash requirement report through December 25, 2019, for payment on December 18, 2019, in the amount of \$1,426,734.07.

2.1.2 Approve accounts payable cash requirement report through December 31, 2019, for payment during the week of December 23<sup>rd</sup> - 27<sup>th</sup>, 2019, upon review and approval by the Commissioners. **Mr. McKernan moved to approve and Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**

\*A recurring agenda item that requires action each Tuesday.

**An agenda item that requires action on Tuesday.**

**3.0 EMPLOYEE SERVICE AWARDS**

None

**4.0 TDA ACTIONS**

None

**5.0 PERSONNEL ACTIONS**

5.1 Roxanne Grieco – Approve the following personnel actions:

- 5.1.1 Assessment - Cindy M. Black - Full-time replacement Clerk III - Paygrade 4 - \$13.95 per hr.  
Effective 1/6/20
- 5.1.2 DPS/Communications - Clinton W. Frackman - Full-time replacement Telecommunication I - WOE - Paygrade 6 - \$16.59 per hr.  
Effective 1/6/20
- 5.1.3 Human Resources - Roxanne M. Grieco - Promotional Full Time replacement Director of Human Resources - Salary - \$90,261.59.  
Effective 1/12/20
- 5.1.4 RMS - Transfer Station - Jimmy C. Bennett - Full-time Replacement Transfer Station Supervisor - Paygrade 7 - \$18.08 per hr.  
Effective 1/6/20
- 5.1.5 Prison - Robert Wells - Full-time replacement Correctional Officer Relief - Paygrade CO1 - \$17.23 per hr.  
Effective 1/7/20
- 5.1.6 Human Resources - Lauren Bower - Promotional Full Time replacement Deputy Director HR - Salary - \$57,611.71.  
Effective 1/12/20

**6.0 SALARY BOARD ACTIONS**

None

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## 7.0 REPORTS/INFORMATION ITEMS

- 7.1 The following individuals for their years of Service to Lycoming County and present them with a retirement clock.
- John Yingling
  - Fran McJunkin
  - Kenneth Osokow
  - Kathy J. Rinehart
  - Connie Rupert
  - Suzanne Fedele

## 8.0 ACTION ITEMS

- 8.1 Kurt Hausammann - Agreement with SEDA-Council of Governments for rural broadband coverage and feasibility study. **Mr. Mussare moved to approve and Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.2 Kurt Hausammann - Agreement with Larson Design Group for White Deer Topographic and Boundary Survey in the amount of \$16,761.20. **Mr. Mussare moved to approve and Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0**
- 8.3 Austin Daily - Amendment to Sub recipient Agreement with STEP, Inc. for the Homes-in-Need program. **Mr. Mirabito moved to approve and Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 8.4 Mya Toon - Third Amendment to Agreement with Andrew France for chaplain services at the Prison. **Mr. Mirabito moved to approve and Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 8.5 Mya Toon - Award the bids for Food Products to Fessers Inc., Keyco Distributors, and Sysco Central PA on a per item, as needed basis. **Mr. Mussare moved to approve and Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.6 Mya Toon - Second Amendment to Agreement with Insinger Excavating LLC for the installation of emergency watershed protection measures. **Mr. Mirabito moved to approve and Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 8.7 Jason Yorks - Amendment Number 1 to Agreement with George A. Kint Inc. **Mr. Mussare moved to approve and Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.8 Kristin McLaughlin - CDBG FFY 2015 Budget Revision. **Mr. Mirabito moved to approve and Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 8.9 Jerry Kennedy - Purchase of Microfilm Scanner from e-Image Data Microfilm Scanners in the amount of \$10,410.25. **Mr. Mirabito moved to approve and Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

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- 8.10 Beth Johnston- Resolution 2019-24 Five Year Capital Plan
- 8.11 Beth Johnston- Resolution 2019-25 2020 Budget
- 8.12 Beth Johnston- Resolution 2019-26 Millage Rate
- 8.13 Beth Johnston- Resolution 2019-27 Predetermined Ratio

*Recess Commissioners' Public Meeting 11:07 a.m.*

**9.0 BOARD OF ASSESSMENT REVISIONS- Mr. Mussare moved to approve and Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0**

Brooke Wright - Approve the following Real Estate Refunds:

- 14-230-105 – John & Linda Horn - \$38.46
- 34A-351-167.C – LC Realty Inc - \$475.67
- 26-006-603 – KNS Development - \$163.03
- 62-003-807 – KNS Apartments - \$149.26
- 62-003-800– KNS Apartments - \$149.26

Adjourn Board of Assessment Revision

*Reconvene Commissioners' Public Meeting 11:08 am*

**10.0 COMMISSIONER COMMENT**

**Mr. Lauer commented about the Landfill and other county's and states are bringing rocks/shavings into our landfill.**

**Mr. Weiss- Commented on Larry Stout's article in the Webb Weekly in regards to the current Board and Mr. Metzger being allowed to re-open the Budget when he comes on board.**

**11.0 PUBLIC COMMENT**

Speakers who wish to address the Board of Commissioners will be limited to no more than three (3) minutes on any particular item. The speaker must state his/her name and address for the record. Any deviation from this rule must be approved by the Board Chairman.

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**12.0 NEXT SCHEDULED MEETING**

The next public meeting will be held on Thursday, December 19, 2019, at 10:00 A.M. in the Commissioner's Briefing Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

**COMMISSIONERS' WORK SESSION AT 11:24 A.M.**

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