

Commissioners:

SCOTT L. METZGER  
*Chairman*

TONY R. MUSSARE  
*Vice Chairman*

RICHARD MIRABITO  
*Secretary*



COUNTY of LYCOMING  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

MATTHEW A. McDERMOTT  
*Director of Administration  
and Chief Clerk*

J. DAVID SMITH  
*Solicitor*

---

Telephone (570) 320-2124  
Fax (570) 320-2127

---

www.lyco.org  
county.commissioners@lyco.org

**LYCOMING COUNTY BOARD OF COMMISSIONERS**  
**Meeting Agenda**  
**Tuesday, December 1, 2020**  
**10:00 A.M.**

**AGENDA ITEMS ARE SUBJECT TO CHANGE WITHOUT NOTICE**

**1.0 OPERATIONS**

- 1.1 Opening Prayer
- 1.2 Pledge of Allegiance
- 1.3 Convene Commissioners' Public Meeting
- 1.4 Approve the Minutes of the Previous Meeting
- 1.5 Public Comment (Agenda Items Only)

**2.0 ACCOUNTS PAYABLE CASH REQUIREMENT**

Nicki Gottschall – Approve the following cash requirement report(s):

- 2.1 Nicki Gottschall- Accounts Payable Cash Requirements Report through December 2, 2020 for payment November 25, 2020 in the amount of \$2,298,090.23.
- 2.2 Nicki Gottschall- Accounts Payable Cash Requirements Report through December 9, 2020 for payment December 2, 2020 in the amount of \$540,335.37

**3.0 PERSONNEL ACTIONS**

Roxanne Grieco – Approve the following personnel action(s):

- 3.1 DPS-EMA – Carla S. Miller, Full-Time Replacement, Emergency Management Specialist Planning, Paygrade 8, \$56,690.88/Salary. Effective 12/1/20.
- 3.2 DPS-EMA- Becky J. Steppe, Part-Time Replacement, Clerk III, Paygrade 4, \$12.96/ Hourly- not to exceed 1000 hours annually. Effective 12/1/20.
- 3.3 DPS-Communications- Michael Holdren, Part-Time Replacement, Telecommunicator I, Paygrade 7, \$20.00/ Hourly- not to exceed 1000 hours annually. Effective 1/4/21.

- 3.4 Adult Probation- Erin L. Crist, Full-Time Reclassification, Administrative Case Officer, Paygrade 7, \$18.77/Hourly. Effective 11/29/20.
- 3.5 Adult Probation- Taryn Peters, Full-Time Replacement, Clerk III, Paygrade 4, \$13.95/Hourly. Effective 12/7/20.
- 3.6 Pre-Release-Joel A. Worthington, Full-Time Replacement/Promotion, Pre-Release Counselor, Paygrade 9, \$21.62/Hourly. Effective 12/13/20.

**4.0 TDA ACTION**

Roxanne Grieco – Approve update to the TDA Report:

4.1 DPS:

- Remove Part-Time DPS Special Projects position- paygrade 11.

***Recess Commissioners' Public Meeting***

**5.0 SALARY BOARD ACTIONS**

Roxanne Grieco – Approve update to the following salary schedule(s):

5.1 DPS: Remove Part-Time DPS Special Projects position- paygrade 11.

5.2 Adjourn Salary Board Actions

***Reconvene Commissioners' Public Meeting***

**6.0 REPORTS/INFORMATION ITEMS**

6.1 Commissioners will adopt the 2021 Budget on Thursday.

**7.0 ACTION ITEMS**

7.1 Mya Toon - Vote on Amendment to PCCD Coronavirus Emergency Supplemental Relief Funding to reflect additional grant funds in the amount of \$39,146.00.

7.2 Mya Toon - Vote on CDBG - CARES Grant Agreement with the Department of Community and Economic Development in the amount of \$290,198.00.

7.3 Mya Toon - Vote on Amendment to Agreement with Willo Products Company Inc. to extend the contract term for an additional year or until December 31, 2021 in the amount of \$15,049.51 plus shipping.

7.4 Mya Toon - Vote on Amendment to Agreement with M&M Asphalt Corp net increase of \$22,095.00.

7.5 Mya Toon - Vote on the purchase of (4) command posts for Department of Public Safety from Motorola Solutions in the amount of \$106,422.00.

- 7.6 Mya Toon – Vote on the purchase of (29) user radios for the Department of Public Safety from Motorola in the amount of \$124,543.85.
- 7.7 Mya Toon- Vote on agreement with Geisinger Clinic on behalf of itself and Dr. Pat Bruno.
- 7.8 Jerry Kennedy - Vote on the Service Agreement with Mitel for the support of all County phone systems in the amount of \$11,120.70.
- 7.9 Jerry Kennedy – Vote on Agreement with Contrast Communications for the implementation and maintenance of all County telecommunications networks on an as-needed basis for an additional year or until December 31, 2021.
- 7.10 Jason Yorks -Vote on Agreement with Equipment Depot of Pennsylvania, Inc. for preventative and scheduled maintenance and repairs, emergency repairs and additional work tasks on the County's owned and/or rental equipment used by RMS in the amount of \$98.00/per hour.
- 7.11 Jason Yorks - Vote on Change Order No. 6 with R&L Development Company.
- 7.12 Lauren Strausser - Vote on Amendment to Agreement with Council Appliance to extend the term of the Agreement until December 31, 2022.
- 7.13 Lauren Strausser - Vote on Amendment to Agreement with Mahantango Enterprises, Inc. to extend the term of the Agreement until December 31, 2021.
- 7.14 Jenny Picciano - Vote on Community Development Block Grant Program Grant Agreement with Department of Community and Economic Development in the amount of \$582,566.00.
- 7.15 Matthew McDermott- Vote on finalized settlement agreement and release for the Landfill CAP settlement.
- 7.16 Tiffany Krajewski- Vote on Resolution 2020-39 for 2021 Lycoming County Zoning Ordinance provides for the assessment of fees.
- 7.17 Matthew McDermott- Vote on the Lycoming Housing Board members.
- 7.18 Shannon Rossman- Vote on the allocation of COVID-19 County Relief Block Grant funds to (40) Lycoming County businesses, including their Subrecipient agreements, as attached hereto, a total of which shall not exceed \$397,200 .00 The allocation of funds will be contingent upon meeting the grant and Subrecipient Agreement terms and conditions.
- 7.19 Matthew McDermott- Vote on PCCD grant award for Intermediate Punishment grant application.

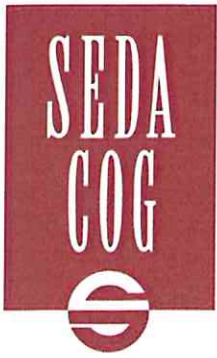
**8.0 COMMISSIONER COMMENT**

**9.0 PUBLIC COMMENT**

Speakers who wish to address the Board of Commissioners will be limited for **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.

**10.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday December 3, 2020, at 10:00 A.M. in the Commissioner's Briefing Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.



To: Mya Toon, Chief Procurement Officer  
Heather Lehman, 2<sup>nd</sup> Deputy Controller/General Accountant

From: Kristen E. Moyer, Director, Community Relations

Date: November 30, 2020

Re: Lycoming County CRBG Expenditures for Small Businesses - CORRECTION MEMO

SEDA-COG and the Lycoming County Department of Planning and Community Development staff have completed their review of 40 additional allocations for small businesses that applied for CRBG funding. The total amount of allocations is \$328,959 and checks should be issued as follows:

Action Towing	\$ 14,750.00
Alyssa R. Fortin (The Robin's Nest Collectibles, LLC)	\$ 2,500.00
Ann Reiner (On the Pulse, LLC)	\$ 600.00
Barton Rieppel (Riepstine's Pub)	\$ 12,000.00
Bob, Chuck & Rich Roan Inc.	\$ 7,400.00
Bonnie Katz (Le Chocolat)	\$ 2,000.00
Chef Hosch & Ann Catering, Inc.	\$ 5,000.00
ERW Venture Inn	\$ 13,000.00
Four B Corp (Harvest Moon Bar & Restaurant)	\$ 6,650.00
Helen Enterprises, LLC (Sammy's Pizza)	\$ 12,900.00
Herman & Luther's Catering Company	\$ 15,500.00
Honeygirls Inc (The Waterville Tavern)	\$ 12,500.00
Iskat Holdings LLC (The Otto Bookstore)	\$ 7,000.00
JA Wright Valley Inn LCC (The Valley Inn)	\$ 10,500.00
Jean Lenios (Niks Goldsmith)	\$ 3,500.00
Jessican Weaver (Colorbox Hair Studio)	\$ 1,200.00
Judith A. Steinhilper (Wildberry Studios)	\$ 6,000.00
Kelly Pittenger (Thunder Valley Whitetails)	\$ 1,500.00
Keystone Data Systems, Inc.	\$ 11,900.00
M & S Contracting Inc.	\$ 8,500.00
Miscee Inc. (Tivoli Tavern)	\$ 8,000.00
Morey's Tavern Inc.	\$ 17,750.00
Needer Inc. (Harvest Moon Lanes)	\$ 13,150.00
Ozzies LLC (Ozzie's Bar & Grill)	\$ 6,500.00
Robert C. Clokey (Concepts Design Group)	\$ 3,500.00
Robert S. Kipa, Jr. (Kipa's Auto Repair, LLC)	\$ 4,800.00
Salon Magnolias, LLC	\$ 9,900.00
Scott A Younkin Associates	\$ 3,500.00
Shirn's Pontiac GMC, Inc.	\$ 9,700.00
Shroch Corporation (Bullfrog Brewery)	\$ 25,200.00
Stacy A Miller (Oberjoch Boarding & Grooming Kennels LLC)	\$ 7,900.00
Steele Investments LLC (Wine and Design)	\$ 6,600.00
Susquehanna Software Inc.	\$ 11,100.00

The Hatchet House LLC	\$ 8,900.00
Timothy E. Grieco (Timco Printing and Advertising)	\$ 459.00
Vanish Tatto Removal Inc.	\$ 4,400.00
Welshan's Custom Butchering	\$ 3,500.00
Winters Insurance Agency LLC	\$ 6,800.00
World Travel International Inc.	\$ 11,500.00
Young's Truck Repair, LLC	\$ 10,900.00
	\$ 328,959.00

The funds can then be disbursed to the to the businesses, the general ledger can be updated, and these transactions will be reflected on the next Financial Status Report submission to the PA Department of Community and Economic Development. They should be listed in the **Small Business Grant Programs** line item on the Financial Status Report. Documentation can be found in files at the Lycoming County Planning and Community Development office.

Should you have any questions, please contact me via email at [kmoyer@seda-cog.org](mailto:kmoyer@seda-cog.org) or by phone at 570.452.1866.

Thank you.

Cc: Kristen Liddic, Administrative Specialist, Lycoming County  
Matthew McDermott, Chief Clerk/County Administrator, Lycoming County  
Jenny Picciano, CD/Lead Planner, Lycoming County  
Shannon Rossman, Director of Planning & CD, Lycoming County  
Bo Hornberger, Fiscal Controller, SEDA-COG  
Rose Orner, Executive Assistant, SEDA-COG  
Brandon Ball, Community and Economic Development Planner  
Eve Adrian, Natural Resource Planner  
Alyssa Henry, Hazard Mitigation Planner