

Commissioners:

SCOTT L. METZGER  
*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  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

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**LYCOMING COUNTY BOARD OF COMMISSIONERS**  
**Meeting Minutes**  
**PUBLIC MEETING**  
**Tuesday January 7, 2020**  
**10:00 A.M.**

**Present:**

**Commissioner Metzger**  
**Commissioner Mussare**  
**Commissioner Mirabito**  
**Director McDermott**  
**Solicitor Smith**

**1.0 BID OPENING**  
None

**2.0 ACCOUNTS PAYABLE CASH REQUIREMENT REPORT Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

- 2.1 \*Krista Rogers/Heather Lehman – Approve the following Accounts Payable Cash Requirement Report(s):
- 2.1.1 Accounts payable cash requirement through January 15, 2020, for payment on or before January 8, 2020, in the amount of \$2,061,222.32.

### **3.0      EMPLOYEE SERVICE AWARDS**

None

### **4.0      TDA ACTIONS**

- 4.1      Roxanne Grieco - Approve update to the TDA Report Effective 1/1/20
  - 4.1.1    District Attorney - Eliminate One (1) Assistant District Attorney - Union Position.
  - 4.1.2    District Attorney - Eliminate One (1) Clerk III - Paygrade 4.
  - 4.1.3    District Attorney - Eliminate One (1) Part-Time Clerk I - Paygrade 2.
  - 4.1.4    District Attorney - Add Two (2) Part-time Assistant County Detectives - Union Positions.
  - 4.1.5    District Attorney - Change - 1st Assistant/Deputy District Attorney -from Paygrade 13 to Paygrade 14.
  - 4.1.6    District Attorney - Change - Administrative Specialist Paygrade 5/6 to Office Administrator Paygrade 5/6.
  - 4.1.7    District Attorney - Change - Clerk III Paygrade 4 to Trial Clerk Manager Paygrade 6/7.
  - 4.1.8    District Attorney - Change - Paralegal Paygrade 6/7 to Fiscal Manager Paygrade 8/9.
  - 4.1.9    District Attorney - Change - Clerk III Paygrade 4 to Paralegal 6/7.
  - 4.1.10    Controller's Office – Change - Temporary 2<sup>nd</sup> Deputy/General Accountant paygrade 8/9 to 2<sup>nd</sup> Deputy/General Account Paygrade 8/9.
  - 4.1.11    Prison – Change - Correctional Officer Female Relief/Cook to Correctional Officer Relief/Cook.

### **5.0      PERSONNEL ACTIONS**

- 5.1      Roxanne Grieco – Approve the following personnel actions:
  - 5.1.1    Commissioners: Scott L. Metzger, Full-Time Replacement Commissioner, Paygrade Elected, Salary \$75,260.43. Effective 1/1/20.

- 5.1.2 District Attorney: Ryan C. Gardner, Full-Time Replacement District Attorney, Paygrade Elected, Salary \$185,665.00.  
Effective 1/1/20.
- 5.1.3 Prothonotary: Thomas D. Heap, Full-Time Replacement Prothonotary, Paygrade Elected, Salary \$70,541.09.  
Effective 1/1/20.
- 5.1.4 Register & Recorder: Dave Huffman, Full-Time Replacement Register & Recorder, Paygrade Elected, Salary \$70,541.09.  
Effective 1/1/20.
- 5.1.5 Treasurer: Cindy S. Newcomer, Full-Time Replacement Treasurer, Paygrade Elected, Salary \$68,491.09.  
Effective 1/1/20.
- 5.1.6 Commissioners: Catherine D. Redden, Full-Time Replacement Executive Secretary, Paygrade 5, Salary \$29,679.54.  
Effective 2/18/20.
- 5.1.7 Prothonotary: Holly L. Thomas, Full-Time Replacement Data Entry Operator (Legal), Paygrade 4, \$20.37 per hour.  
Effective 1/12/20.
- 5.1.8 DPS / Communications: Brenton J. Pfleegor, Full-Time Reclassification Fully Qualified Status, Paygrade 7, \$18.08 per hour.  
Effective 1/12/20.
- 5.1.9 Pre-Release: Hunter Lomison, Full-time Replacement Resident Supervisor, Paygrade 5, \$15.22 per hour.  
Effective 1/12/20.
- 5.1.10 Pre-Release: Cody Shaffer, Part-Time Replacement Resident Supervisor, Paygrade 5, \$14.14 per hour. Not to exceed 1,000 hours annually.  
Effective 1/12/20.
- 5.1.11 District Attorney: Martin L. Wade, Full-Time 1<sup>st</sup> Assistant/Deputy DA, Paygrade 14, Salary \$93,347.13.  
Effective 1/12/20.
- 5.1.12 District Attorney: K. Michael Sullivan, Full-Time Replacement Assistant District Attorney, Paygrade ADA, Salary \$53,282.64.  
Effective 1/13/20.

- 5.1.13 District Attorney: Chief County Detective, Full-Time Replacement,  
Paygrade CD, Salary \$69,234.33.  
Effective 1/12/20.
- 5.1.14 District Attorney: Assistant County Detective, Full-Time Replacement,  
Paygrade AD, \$28.86 per hour.  
Effective 1/12/20.
- 5.1.15 District Attorney: Assistant County Detective, Full-Time Replacement,  
Paygrade AD, \$26.75 per hour.  
Effective 1/12/20.
- 5.1.16 District Attorney: Sara E. Fogleman, Full-Time Promotion, Fiscal  
Manager, Paygrade 9, \$49,855.45.  
Effective 1/12/20.
- 5.1.17 District Attorney: Melissa L. Bell, Full-Time Promotion, Trial Clerk  
Manager, Paygrade 7, \$18.46 per hour.  
Effective 1/12/20.
- 5.1.18 District Attorney: Jill L. Schriener, Full-Time Promotion, Paralegal,  
Paygrade 7, \$20.83 per hour.  
Effective 1/12/20.
- 5.1.19 District Attorney: Abigail Inns, Full-Time Paralegal, Paygrade 7, \$21.55  
per hour. Change in rate only.  
Effective 1/12/20.
- 5.1.20 District Attorney: Lisa D. DiMassimo, Full-Time Replacement Promotion,  
Office Administrator, Paygrade 6, \$17.48 per hour.  
Effective 1/12/20.

5.2 Approve HR Activity report for the month of December 2019.

## **6.0 SALARY BOARD ACTIONS**

6.1 Roxanne Grieco - Approve update to Salary Schedule effective 1/1/20.

6.1.1 District Attorney: Eliminate One (1) Assistant District Attorney, Union  
Position.

- 6.1.2 District Attorney: Eliminate One (1) Clerk III, Paygrade 4
- 6.1.3 District Attorney: Eliminate One (1) Part-Time Clerk I, Paygrade 2
- 6.1.4 District Attorney: Add Two (2) Part-Time Assistant County Detectives, Union Positions.
- 6.1.5 District Attorney: Change 1st Assistant/Deputy District Attorney from Paygrade 13 to Paygrade 14.
- 6.1.6 District Attorney: Change Administrative Specialist Paygrade 5/6 to Office Administrator Paygrade 5/6.
- 6.1.7 District Attorney: Change Clerk III Paygrade 4 to Trial Clerk Manager Paygrade 6/7.
- 6.1.8 District Attorney: Change Paralegal Paygrade 6/7 to Fiscal Manager Paygrade 8/9.
- 6.1.9 District Attorney: Change Clerk III Paygrade 4 to Paralegal Paygrade 6/7.
- 6.1.10 Controller's Office: Change the title of Temporary 2<sup>nd</sup> Deputy/General Accountant Paygrade 8/9 to 2<sup>nd</sup> Deputy/General Account Paygrade 8/9.
- 6.1.11 Prison: Change Correctional Officer Female Relief/Cook to Correctional Officer Relief/Cook

## **7.0 REPORTS/INFORMATION ITEMS**

- 7.1 Mya Toon - Accept Geo-Technology Associates, Inc. qualifications for the Williamsport Region Relief Well Rehabilitation and Replacement Project and acknowledge eligibility to proceed to Phase II of the procurement process.
- 7.2 Mya Toon - Invitation to Bid for the Williamsport Region Relief Well Rehabilitation and Replacement Project.
- 7.3 Mya Toon – Request for Proposal for Bridge Bundling Engineering Services

- 7.4 Ryan Gardner- Discuss his Reorganization Plan- **Mr. Gardner spoke of his plan and thanked the Commissioners' for their support and working together.**

## **8.0 ACTION ITEMS**

- 8.1 Ken George – Approve Agreement with Air Management Technologies, Inc. to provide HVAC system engineering and design services for Third Street Plaza building. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.2 Mya Toon - Agreement with Donald F. Martino, Esq. to provide legal Representation. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 8.3 Chelsea Blair - Agreement with Keller Partners & Company for \$6,750.00 per month. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 8.4 Chelsea Blair - Designation of Agent Resolution for Hazard Mitigation Grant Program.
- 8.5 Chelsea Blair - Grant Award of Pre-Disaster Mitigation Grant in the amount of \$60,000.00.
- 8.6 Mya Toon - Contracts under \$10,000 for the month of December.
- 8.7 Mya Toon - Second Amendment with Paul Albert Architect, LLC. for the redesign of the exterior front entrance of the Lycoming County Prison.
- 8.8 Mya Toon - License and Maintenance Agreement with Corrections Development, Inc. for the District Attorney's Office.
- 8.9 Mya Toon - Agreement with Murphy, Butterfield & Holland, P.C. to provide Zoning Hearing Board Solicitor. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.10 Mya Toon - Agreement with Penrac, LLC. for business rental vehicles. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.11 Mya Toon - Bill of Sale for 2007 Chevrolet Express 2500 Van in the amount of \$4,906.00. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

- 8.12 Mya Toon - Bill of Sale for 2008 Chevrolet Express Van in the amount of \$5,400.00. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.13 Mya Toon - Bill of Sale for 2002 GMC Van in the amount of \$875.00. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.14 Mya Toon - Agreement with Jean Landis for mitigation services. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.15 Mya Toon - Certification of funds for the 2020 Farmland Preservation Program in the amount of \$56,150.00.
- 8.16 Mya Toon- Third Amendment with Fry's Fire Protection for Fire Extinguisher Maintenance. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.17 Mya Toon- Adopt Resolution 2020-02. Signatures to approve agreements with various contractors and vendors for goods and services over \$10,000.00. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.18 Matthew McDermott - Adopt Resolution 2020-01 with Citizens & Northern Bank to provide primary depository banking services. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.19 Roxanne Grieco- Update the Following Policies Effective 1/1/2020:  
Policy 100 Introduction  
Policy 400 Job Code Listing  
Policy 401 County Pay Plans  
Policy 900 Loss Prevention  
Policy 1306 County Of Lycoming Integrity Policy

## **9.0 BOARD OF ASSESSMENT REVISIONS**

None

## **10.0 COMMISSIONER COMMENT**

**None Today**

**11.0 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.

**12.0 NEXT SCHEDULED MEETING**

The next public meeting will be held on Thursday, January 9, 2020, at 10:00 A.M. in the Commissioner's Briefing Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

**11.0 ADJOURN THE COMMISSIONERS' PUBLIC MEETING 10:37 A.M.**