

Commissioners:

SCOTT L. METZGER  
*Chairman*

TONY R. MUSSARE  
*Vice Chairman*

RICHARD MIRABITO  
*Secretary*

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COUNTY of LYCOMING  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

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

J. DAVID SMITH  
*Solicitor*

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## LYCOMING COUNTY BOARD OF COMMISSIONERS

### Meeting Minutes

#### PUBLIC MEETING

Tuesday, February 11, 2020

10:00 A.M.

#### Present:

Scott Metzger

Tony Mussare

Rick Mirabito

Director McDermott

Solicitor Smith

#### 1.0 BID OPENING Heather Lehman opened the 2 bids for RMS Equipment Tires and Tire Repair.

Nicki Gottschall/Heather Lehman- Bid opening for RMS Equipment Tires and Tire Repair

McCarthy Tire

Service Tire Truck Centers

## **2.0     ACCOUNTS PAYABLE CASH REQUIREMENT REPORT**

2.1     \*Krista Rogers/Heather Lehman – Approve the following Accounts Payable Cash Requirement Report(s):

2.1.1   Accounts payable cash requirement through February 19, 2020, for payment on February 12, 2020 is \$889,946.14. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**

2.1.2   Approve accounts payable cash requirement report through February 26, 2020, for payment on February 19, 2020 upon review and approval by the Commissioners. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

## **3.0     EMPLOYEE SERVICE AWARDS NONE**

## **4.0     TDA ACTIONS**

4.1     Roxanne Grieco – Approve update to the TDA Report Effective 2/1/20.

4.1.1   VOTER SERVICES- Removal of one (1) Part-time Clerk I.

## **5.0     PERSONNEL ACTIONS**

5.1     Roxanne Grieco – Approve the following personnel actions:

5.1.1   DPS-John D. Yingling, Part-time Temporary DPS Special Projects, Paygrade 11 \$35.00/Hourly. New Position, Not to exceed 500 hours. Effective 2/18/20.

5.1.2   DPS/Communications- Joshua R. Hewlett, Full-time Replacement DPS Telecommunication I- WOE. Paygrade 6 \$16.95/Hourly. Effective 2/24/20.

- 5.1.3 Courts/Judge Tira-Alexandra D. Sholley, Full-time Replacement Law Clerk II, Paygrade 11 \$50,548.35. Effective 2/18/20.
- 5.1.4 RMS-Resource Recovery- Andrew Miller, Full-time Replacement Equipment Operator, Paygrade 6 \$18.492404/Hourly Effective 2/23/20
- 5.1.5 RMS-Resource Recovery- Eric S. Maneval, Full-time Replacement Material Recovery Facility Maintenance Specialist, Paygrade 7 \$18.08/Hourly Effective 2/18/20.
- 5.1.6 Planning & Community Development-John E. Lavelle III, Full-time Promotion/Replacement Deputy Director Planning & Community Development- Paygrade 12 \$69,246.76. Effective 2/23/20.
- 5.1.7 Planning & Community Development- Heather L. George, Full-time Replacement Clerk IV, Paygrade 5 \$15.22/Hourly. Effective 2/18/20.

## **6.0 SALARY BOARD ACTIONS**

- 6.1 Roxanne Grieco – Approve update to Salary Schedule. Effective 2/1/20.
- 6.1.1 VOTER SERVICES- Removal of one (1) Part-time Clerk I.

## **7.0 REPORTS/INFORMATION ITEMS**

- 7.1 Mya Toon - Cancel Bid Solicitation for Levee **Mya Toon explained the informational item in more detail.**

## **8.0 ACTION ITEMS**

- 8.1 Mya Toon – Grant and Monitoring Agreement with Lycoming Police Camp Cadet Foundation Inc. in the amount of \$3000.00.
- 8.2 Mya Toon - Grant and Monitoring Agreement with Law Enforcement & Police Training Association in the amount of \$25,000.00.
- 8.3 Kristin McLaughlin / Jenny Picciano- Amendment 1 to Cooperative Agreement with Jersey Shore Borough for the Meadow Alley Reconstruction Project to extend the termination date to April 30, 2020. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**

- 8.4 Kristin McLaughlin / Jenny Picciano- Amendment 1 to Cooperative Agreement with Montoursville Borough for the Montoursville Curb Cuts Phase II Project to extend the termination date to April 30, 2020. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.5 Kristin McLaughlin / Jenny Picciano- Amendment 1 to Cooperative Agreement with West Branch Regional Authority for the Montgomery Sewer Lateral Repair Project to extend the termination date to April 30, 2020. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.6 Jason Yorks - Amendment #3 with Cleveland Brothers Equipment Co., Inc. for preventive and scheduled maintenance. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.7 Jason Yorks - Agreement with Davis-Ulmer Sprinkler Company, Inc. for repairs and service to the fire detection and alarm systems. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.8 Chelsea Blair- Flood Mitigation Assistance Grant Program Agreement.
- 8.9 Roxanne Grieco- Agreement with The Roberts Company for the staffing of temporary employees.
- 8.10 Scott Konkle- Agreement with Keystone Communications for maintenance and support of the Nokia Microwave. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.11 Scott Konkle- Amendment to Agreement with Eaton Corporation for preventive maintenance and support for the uninterruptible power supply (UPS). **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.12 Matthew McDermott- Engagement Letter with Baker Tilly 2019 Audit for \$69,650.00. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.13 Kelle Robinson- Lycoming County Emergency Operations Plan. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.14 Kelle Robinson- North Central PA Task Force (NCTF) Mutual Aid and Intergovernmental Cooperation Agreement. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.15 Kelle Robinson- Memorandum of Agreement between Private Industry Council of Centre County, Inc. and North Central Task Force. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.16 Jerry Kennedy- Purchase of Replacement Hardware for the Solomon Financial Server at RMS in the amount of \$14,288.98.

**9.0 BOARD OF ASSESSMENT REVISIONS**

None

**10.0 COMMISSIONER COMMENT** Mr. Metzger commented on security in the Magistrate's offices. They are developing a plan for better security and will be addressing in the near future. Mr. Mussare agreed with Mr. Metzger's comment and commented that budget should not go in front of safety. Mr. Mirabito commented that we are trying to do what is reasonable. It would be negligence to not do anything.

**11.0 PUBLIC COMMENT** Mr. Larry Stoudt- Webb Weekly was at Clinton township Supervisors meeting. They mentioned that there have been 5 suicide attempts already this year. Safety from weapons is even broader then just the court room. It is a serious problem.  
Mr. John Shireman- Jersey Shore, commented on Gold Course and quoted Ronald Regan "Trust, but verify." Todd Lauer- Jersey Shore, Commented on bridge money of \$20,000.00. Commissioners assured the money has been received. Also asked if a letter was sent request MCM return \$180,000.00.  
Frank Steckel, commented that attorneys should not be allowed in Court house without going through security. Federal Court makes everyone go through detectors. In addition, he made comments in reference to the District Attorney Mr. Gardner.

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, February 13th, 2020, at 10:00 A.M. in the Commissioner's Briefing Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.