

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
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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
THURSDAY, March 17, 2020
10:00 A.M.**

Present:

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

1.0 BID OPENING

- 1.1 Opening bids for the LC Bridge Bundling Engineering Services project. **9 Bids were opened.**

2.0 ACCOUNTS PAYABLE CASH REQUIREMENT REPORT Mr. Mirabito moved to approve all of 2.1. Mr. Mussare 2nd the motion. Approved 3-0.

- 2.1 *Krista Rogers/Nicki Gottschall – Approve the following Accounts Payable Cash Requirement Report(s): 2.1.1 Accounts payable cash requirement through March 25, 2020 for payment on March 18, 2020 is \$555,143.01.2.1.2

Approve accounts payable cash requirement report through April 1, 2020, for payment on March 25, 2020 upon review and approval by the Commissioners.

3.0 AWARDS
None

4.0 TDA ACTIONS- Mr. Mirabito moved to approve all actions. Mr. Mussare 2nd the motion. Approved 3-0.

- 4.1 Roxanne Grieco – Approve update to the TDA Report.
 - 4.1.1 Reorganization of Prothonotary/Central Collections/Assessment
 - 4.1.2 Removal of Chief Collections/Assessment Position- Paygrades 11/12
 - 4.1.3 Removal of Part-time Clerk III Position- Paygrade 4
 - 4.1.4 Movement of Clerk IV- paygrade 5 position from Central Collections to Assessment
 - 4.1.5 Reclassification of Assistant Chief Assessor- paygrade 8/9 in Assessment to Assistant Chief Assessor/Director Tax Claim Bureau- Paygrades 8/9.
 - 4.1.6 Movement of the following to Prothonotary from Central Collections.
 - 4.1.7 Two (2) Clerk III positions- paygrade 4
 - 4.1.8 One (1) Administrative Specialist, Cost/fines- Paygrade 6.
 - 4.1.9 Change Central Collections Assistant Supervisor paygrades 6/7 to Assistant Supervisor Clerk of Courts- Paygrades 6/7.

5.0 PERSONNEL ACTIONS

- 5.1 Roxanne Grieco – Approve the following personnel actions: **Mr. Mussare moved to approve all actions. Mr. Mirabito 2nd the motion. Approved 3-0.**
 - 5.1.1 Assessment- Mark J. Anderson, Reclassification Fulltime Assist. Chief Assessor/Director Tax Claim Bureau. Salary \$49,033.26. Effective: 3/22/20.
 - 5.1.2 Assessment- Pamela Kovalski, Change in Dept. & Distribution, Fulltime Clerk IV, paygrade 5 \$21.52591/hourly. Effective: 3/22/20.
 - 5.1.3 Prothonotary- Leah M. Dawes, Change in Dept. & Distribution, Fulltime Assistant Supervisor- Clerk of Courts, Paygrade 7, \$47,967.88/Salary. Effective: 3/22/20.
 - 5.1.4 Prothonotary- Diana R. Richardson, Change in Dept. & Distribution, Fulltime Administrative Specialist- Cost & Fines, Paygrade 6, \$19.785395/hour. Effective: 3/22/20.

- 5.1.5 Prothonotary- Cleo F. Hunt, Change in Dept. & Distribution, Fulltime Clerk III- Paygrade 4, \$15.466846/hour. Effective: 3/22/20.
- 5.1.6 Prothonotary- Ashlea R. Woolley, Change in Dept. & Distribution, Fulltime Clerk III- Paygrade 4, \$15.253464/hour. Effective: 3/22/20.
- 5.1.7 DPS-Communications- Alexander M. Haefner, Fully qualified reclassification, Fulltime Telecommunicator I, paygrade 7, \$18.08/hour. Effective: 3/22/20.
- 5.1.8 Pre-Release- Corey W. Brewer, Part-time replacement resident supervisor, paygrade 5 \$14.14/hour. Not to exceed 1000 hours annually.
Effective: 3/22/20.
- 5.1.9 Prison- Caleb Blank, Fulltime Reclassification Bail release Officer, paygrade 9 \$23.95/hour. Effective: 3/22/20.
- 5.1.10 Planning & Community Development, Scott R. Williams, Fulltime replacement/promotion Transportation Supervisor, paygrade 11, \$57,749.19/Salary. Effective: 3/22/20.
- 5.1.11 Pre-release- Kaitlin N. Lunger, Full time replacement Female Resident Supervisor, paygrade 5 \$15.22/hour. Effective: 4/5/20.

Recess Commissioners' Public Meeting

6.0 SALARY BOARD ACTIONS Mrs. Gottschall moved to approve all actions. Mr. Mussare 2nd the motion. Approved 4-0.

- 6.1 Roxanne Grieco – Approve update to Salary Schedule.
 - 6.1.1 Reorganization of Prothonotary/Central Collections/Assessment
 - 6.1.2 Removal of Chief Collections/Assessment Position- Paygrades 11/12
 - 6.1.3 Removal of Part-time Clerk III Position- Paygrade 4
 - 6.1.4 Movement of Clerk IV- paygrade 5 position from Central Collections to Assessment
 - 6.1.5 Reclassification of Assistant Chief Assessor- paygrade 8/9 in Assessment to Assistant Chief Assessor/Director Tax Claim Bureau- Paygrades 8/9.
 - 6.1.6 Movement of the following to Prothonotary from Central Collections.
 - 6.1.7 Two (2) Clerk III positions- paygrade 4
 - 6.1.8 One (1) Administrative Specialist, Cost/fines- Paygrade 6.

- 6.1.9 Change Central Collections Assistant Supervisor paygrades 6/7 to Assistant Supervisor Clerk of Courts- Paygrades 6/7.

Reconvene Commissioners' Public Meeting

7.0 REPORTS/INFORMATION ITEMS

- 7.1 Mya Toon- RFP for Employee Health & Wellness Clinic

8.0 ACTION ITEMS

- 8.1 Mya Toon-Award RFP for Solicitor Services for Tax Claim Bureau to McCormick Law Firm. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 8.2 Mya Toon-3- Year Agreement with Johnson Controls to test and inspect the fire alarm system at the Prison in the amount of \$15,807.00. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 8.3 Mya Toon-Grant & Monitoring Agreement with American Rescue Workers in the amount of \$20,000.00. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 8.4 Mya Toon-Grant & Monitoring Agreement with Lycoming County Library System in the amount of \$1,281,912.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 8.5 Mya Toon- Grant & Monitoring Agreement with Community Arts Center in the amount of \$10,000.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 8.6 Mya Toon-Grant & Monitoring Agreement with Lycoming County Senior Citizens, Inc.in the amount of \$10,000.00. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 8.7 Mya Toon- Grant & Monitoring Agreement with Lycoming County Fire Police Association, in the amount of \$2,000.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 8.8 Mya Toon- Grant & Monitoring Agreement with Lycoming County Industrial Development Authority, in the amount of \$3,000.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 8.9 Mya Toon- Grant & Monitoring Agreement with Veterans Memorial Park Commission, in the amount of \$55,000.00. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**

- 8.10 Mya Toon- Grant & Monitoring Agreement with Williamsport Regional Airport, in the amount of \$125,000.00. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 8.11 Mya Toon- Grant & Monitoring Agreement with West Branch Firemen's Association, in the amount of \$15,000.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 8.12 Mya Toon- Grant & Monitoring Agreement with Firetree Place, in the amount of \$40,000.00. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 8.13 Jerry Kennedy- 3-Year Annual Software Assurance Plan with Help Desk Technology Incorporation for ServicePRO software licensing and maintenance, in the amount of \$14,356.60. **Mr. Metzger moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 8.14 Shannon Rossman- Acknowledge and support the Union County Board of Commissioners to serve as lead applicant for the Appalachian Regional Commission (ARC) POWER grant to buildout high speed internet access in a Northumberland, Union, Clinton, and Lycoming County. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 8.15 Jason Yorks- Award Bid for Gregg Township Sewage Force Main Construction Project to R & L Development Company, in the amount of \$799,621.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 8.16 Jason Yorks- Purchase of repairs and replacement parts for the Single Stream Recycling System from Green Machine Sales, LLC., in the amount of \$19,711.92. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 8.17 Jason Yorks- Submit 902 Grant Application to the Department of Environmental Protection, in the amount of \$349,485.59. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 8.18 Beth Johnston/Chris Brewer -Enactment of an Ordinance, Numbered 2020-02, as presented by Special Counsel to the County, which ordinance would be used to refinancing and reduce debt service payments by the County. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**

9.0 BOARD OF ASSESSMENT REVISIONS

None

10.0 COMMISSIONER COMMENT Commissioners announce Press Conference being held on 3/18/20 @ 10 am to discuss COVID-19.

11.0 PUBLIC COMMENT Please see Video for more details. Mr. Stoudt- Webb Weekly- Inviting Commissioners to write letters of their experiences during this time of COVID-19 for the time Capsule.

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 scheduled work session is on Tuesday, March 31, 2020. The next public meeting will be held on Thursday, April 2, 2020. Both meetings begin at 10:00 A.M. in the Commissioner's Briefing Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

****Please refer to video recording of meeting for more detailed information.**

**[https://www.youtube.com/channel/UCSRDCV2YEbfo
nPDRfPMnEuw](https://www.youtube.com/channel/UCSRDCV2YEbfo
nPDRfPMnEuw)**