

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

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

COUNTY of LYCOMING
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

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

LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
Tuesday May 12, 2020
10:00 A.M.

Present:

Commissioner Metzger

Commissioner Mussare

Commissioner Mirabito

Director McDermott

Solicitor Smith- Via Phone

1.0 OPERATIONS Mr. Metzger led the opening prayer and pledge allegiance.

1.1 Opening Prayer

1.2 Pledge of Allegiance

1.3 Convene Commissioners' Meeting

1.4 Approve the Minutes of the Previous Meeting **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**

1.5 Public Comment (Agenda Items Only) **None**

1.6 Bid Openings – None

1.7 Cash Requirements Report- None

2.0 AWARDS

2.1 Special Recognition – Veteran Affairs Office

2.2 National Accounting Day: May 11th

2.3 Peace Officer Memorial Day: May 15th

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

3.1 Roxanne Grieco – Approve update to the TDA Report

3.1.1 Domestic Relations – Removal of Law Clerk (Temporary) position- Paygrade 8.

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

4.1 Roxanne Grieco – Approve Personnel Action Report

4.1.1 District Attorney – Jennifer L. Connors – as a full time replacement Paralegal Paygrade 7 – \$18.08 per hour effective 5/21/20.

4.1.2 Juvenile Probation- Robin Kaiser- as Full time promotion/replacement Clerk IV Paygrade 5- \$15.73 per hour effective 5/17/20.

Recess Commissioners' Public Meeting

5.0 SALARY BOARD ACTIONS Mr. Mirabito moved to approve both actions. Mr. Mussare 2nd the motion. Approved 3-0.

5.1 Convene Salary Board

5.2 Roxanne Grieco – Approve update to salary schedule.

5.2.1 Domestic Relations – Removal of Law Clerk (Temporary) position- Paygrade 8.

5.3 Adjourn Salary Board

Reconvene Commissioners' Public Meeting

6.0 REPORTS/INFORMATION ITEMS

None

7.0 ACTION ITEMS

- 7.1 Forrest Lehman – Approve the purchase of an envelope opener from Quadient to open the underdetermined amount of mail-in ballots for Voter Services due to COVID-19 in the amount of \$16,343 for equipment & software and \$2,346 annual maintenance costs. **Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Mr. Mussare opposed. Approved 2-0.**
- 7.2 Ed Robbins – Agreement with Erie County Children and Youth Services to provide child welfare services for juvenile probation. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 7.3 Jerry Kennedy- Approve 1-year VMware and VMware Airwatch Workspace ONE Support Renewal in the amount of \$31,934.00. **Mr. Mirabito moved to approve both actions. Mr. Mussare 2nd the motion. Approved 3-0.**

Recess Commissioners' Public Meeting

8.0 BOARD OF ASSESSMENT REVISIONS

8.1 Convene Board of Assessment Revision

8.2 Brooke Wright – Real Estate Refunds

7.2.1 12-332-145.C – Robert & Shawn Phelan - \$154.88

7.2.2 20-001-613 – Deparasis LLC - \$709.94

Mr. Mirabito moved to approve both refunds. Mr. Mussare 2nd the motion. Approved 3-0.

8.3 Adjourn Board of Assessment Revision

9.0 PUBLIC HEARING COUNTY ZONING AMENDMENT
Commissioners' received Public Comments. A decision will be given at the 5/19/20 Public meeting.

- 9.1 Convene Public Hearing for County Zoning Ordinance Amendment
 - 9.1.1 Tom Krajewski – Give summary of Hunting Preserve Zoning Amendment
 - 9.1.2 Accept any public comment
- 9.2 Adjourn Public Hearing

Reconvene Commissioners' Public Meeting

10.0 COMMISSIONER COMMENT

A discussion was had between all 3 Commissioners' in regards to COVID-19 and the effects it is having on our County. Mr. Metzger made comments in reference to Governor's comments and numbers provided in press conference.

Additional comments were made to remind the Public to fill out your Census form and next week, there will be a resolution for tax bill extension.

11.0 PUBLIC COMMENT

John Shireman- Jersey Shore, made comments about COVID-19 and his concerns about Colleges opening back up and students being into the area.

Tom Schaech-Muncy Township Supervisor, made comments about lack of progress in opening the County and wanted to read a letter he wrote so that it was in public record.

Todd Lauer- Jersey Shore, ended the meeting by telling a story.

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 meeting is on Tuesday, May 19, 2020**. We will not hold a public meeting on Thursday, May 14, 2020. Meetings begin at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

13.0 ADJOURN THE COMMISSIONERS' PUBLIC MEETING 12:30 pm

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

<https://www.youtube.com/watch?v=lw4jrjl3aN0>