

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

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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
TUESDAY JUNE 9, 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 meeting with 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) **Karen Day, Pennsdale and Bill Keller, Pennsdale spoke in regards to the Hunting Preserve Use. They are both not in favor of the new hunting preserve.**
- 2.0 Bid Openings**
- 2.1 3rd QTR Food Products
 - 2.2 2nd Half 2020 Bread Products

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

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

3.1.1 Accounts Payable Cash Requirement Report through June 24, 2020 for payment on June 10, 2020 in the amount of \$2,412,492.12.

3.1.2

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

4.1 Roxanne Grieco – Approve update to the TDA Report Effective 6/9/20.

4.1.1 RMS – Create one (1) Training & Safety Manager- Paygrade 8/9

4.1.2 DPS-Communications- Remove one (1) PT Addressing Coord/GIS Specialist Paygrade 6/7.

5.0 PERSONNEL ACTIONS

5.1 Roxanne Grieco – Approve the following personnel actions:

5.1.1 RMS-Resource Recovery: Robert P. Renwick, as Full-Time Replacement, Work Crew Foreman, Paygrade 6, Salary of \$16.59/hour.Effective 6/15/20. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**

5.1.2 Domestic Relations: Mackenzie A. Williamson, as Full-Time Replacement Domestic Relations Officer, Paygrade DRO, Salary of \$38,166.82. Effective 6/22/20. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**

5.1.3 Courts-MDJ Biichle: Kayla Allen, as Full-Time Replacement Clerk III, Paygrade 4, Salary of \$13.95/hour. Effective 6/15/20. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**

- 5.1.4 Maintenance: Kyle A. Palmer, as Full-Time Replacement Custodial Worker, Paygrade 2, Salary of \$11.79/hour. Effective 6/15/20. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 5.1.5 RMS: Alan W. Little, as Full-Time Training & Safety Manager, Paygrade 8, Salary of \$41,118.42. Effective Date 6/15/20. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 5.1.6 District Attorney: Giovanna M. Daniele, as Full-Time Replacement Clerk III, Paygrade 4, Salary of \$13.95/hour. Effective 6/10/20. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 5.1.7 RMS-Transfer Station: Floyd E. Kerstetter Jr., as Full-Time Replacement Truck Driver, Paygrade 6, Salary of \$16.59/hour. Effective 6/15/20. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 5.1.8 Prison: Nathan W. Koletar, as Full-Time Replacement Correctional Officer Relief, Paygrade CO1, Salary of \$17.23/hour. Effective 6/15/20. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 5.1.9 Prison: Anthoney J. Brooks, as Full-Time Replacement Correctional Officer Relief, Paygrade CO1, Salary of \$17.23/hour. Effective 6/15/20. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 5.1.10 RMS-Support Services: Eric Eveland, as Full-Time Reclassification Fueler Mechanic, Paygrade 7, Salary of \$25.14/hour. Effective 6/14/20. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 5.2 Approve HR Activity report for the month of May 2020. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**

6.0 SALARY BOARD ACTIONS - Mr. Mirabito moved to approve. Ms. Gottschall 2nd the motion. Approved 4-0.

- 6.1 Roxanne Grieco – Approve update to Salary Schedule. Effective 6/9/20.
 - 6.1.1 RMS – Create one (1) Training & Safety Manager- Paygrade 8/9.
 - 6.1.2 DPS-Communications- Remove one (1) PT Addressing Coord/GIS Specialist Paygrade 6/7.

Reconvene Commissioners' Public Meeting

7.0 REPORTS/INFORMATION ITEMS

- 7.1 Ronald Poust- Lycoming County Veterans Affairs would like to make a \$100 donation to the Marine Corp League.
- 7.2 Shannon Rossman- Community Development Block Grant and Community Development Block Grant - CARES Act Funding Application Preparation Schedule for Federal Fiscal Year 2020.

8.0 ACTION ITEMS

Mr. Mussare moved to approve all three items. Mr. Mirabito 2nd the motion. All three approved 3-0.

- 8.1 Roxanne Grieco- Revision to Policy 104 Affirmative Action
- 8.2 Roxanne Grieco- Revision to Policy 105 Civil Rights Complaint Process
- 8.3 Roxanne Grieco- Revision to Policy 609 Freedom from Harassment
- 8.4 Mya Toon- Approve Act 13 Agreement with Mansfield University to support the Act 120 Municipal Police Officer Training Academy Program in the amount of \$20,000.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.5 Mya Toon- Approve the purchase of aluminum chairs and tables for outdoor dining and seating at the White Deer Golf Course utilizing Act 13 grant funds in the amount of \$10,997.24. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.6 Mya Toon- Approve ammunition purchase for County departments from Witmer Public Safety Group in the amount of \$14,099.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**

- 8.7 Mya Toon- Amend cost approval for emergency repairs to Armstrong Tower with Keystone Communications, Inc. not to exceed \$38,500.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.8 Mya Toon- Approve Amendment to Lease Agreement with ARD Operating, LLC to exercise renewal option for one year or until April 30, 2021 in the amounts of \$19,166.67 per month, \$230,000.00 annually, \$10.00 SF/23,000 SF. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.9 Adrienne Stahl- Agreement with Jeana Longo, Esq. for professional services as a conflicts attorney not to exceed \$40,000.00. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 8.10 Shannon Rossman- Approve Agreement with SEDA-COG Council of Governments to provide professional grant administration for the Economic Disaster Relief Grant in the amount of \$88,200.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.11 Shannon Rossman- Shannon Rossman- Approve Amendment to Zoning Ordinance 2020-01, Hunting Preserve Use. **Did not vote.**
- 8.12 Sal Vitko- Approve 2020 Liquid Fuels Fund Municipal Allocation as outlined in Attachment in the amount of \$153,800.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.13 Jason Yorks- Approve Quote with Thermo Fisher Scientific for the repair/upgrade of the radiation detection portals at the Landfill and Transfer Station in the amount of \$63,256.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.14 Jason Yorks- Net increase of Change Order is \$38,134 -Total Project Cost \$5,508,162.00. **Did not vote.**
- 8.15 Scott Williams- Approve MOUs for with the following municipalities for the Local Bridge Bundling Project: Eldred Township, Muncy Township, Limestone Township, Loyalsock Township, Wolf Township, Borough of Jersey Shore, Mifflin Township, Gamble Township, Franklin Township, Borough of Montgomery, Susquehanna Township, Lewis Township, Penn Township, Hepburn Township, Moreland Township, Washington Township, and Fairfield Township in the amounts of:

Eldred Township Township (\$300,000) Muncy Township (\$330,00)
Limestone Township (\$318,000) Loyalsock Township(\$466,000)
Wolf Township (\$183,000) Borough of Jersey Shore (\$445,000)
Mifflin Township (\$466,000) Gamble Township (\$735,000)
Franklin Township (\$339,000) Borough of Montgomery (\$265,000)
Susquehanna Township (\$360,000) Lewis Township (\$551,000)
Penn Township (\$402,000) Hepburn Township (\$420,000)
Moreland Township (\$221,000) Washington Township (\$826,000)
Fairfield Township (\$265,000)- **Did not vote.**

- 8.16 Scott Williams- Award RFP for Bridge Bundling Project to Bassett Engineering in the amount of \$747,345.46. **Did not vote.**
- 8.17 Scott Williams- Approve Agreement with PA Department of Transportation Change Order 3 to perform services in the field of transportation and planning and programming as defined in the Williamsport Area Transportation Study (WATS) Metropolitan Planning Organization (MPO) 2020-2022 Unified Planning Work Program in the amount of \$576,940.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.18 Ed Robbins- Agreement with Community Solutions, Inc. to provide Multisystematic Therapy for the Juvenile Probation Office in the amount of \$69.01 per day. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.19 Ed Robbins- Amendment to the Agreement with Crossroads Counseling, Inc. to add Psychological evaluation/assessment services to the scope of work in the amount of \$500.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.20 Ed Robbins- Amendment to the Agreement with Perseus House, Inc. for child Welfare services with juvenile probation to extend the termination date to June 30, 2021, with no increases in service rates. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**

9.0 BOARD OF ASSESSMENT REVISIONS

8.1 9.1 Brooke Wright – Approve the real estate refunds and exemptions as follows: **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**

9.1.1 Real Estate Refunds:

59-354-111 – Clarence & Nancy McHenry - \$308.88

Reconvene Commissioners' Public Meeting

10.0 **Commissioner Comment- Mr. Metzger made comments in regards to House Bill 836 and comments made at Governor's Press Conference. We need answers on the "Phases" and how to advance throughout the State.**

11.0 **PUBLIC COMMENT-** Karen Koch and Jody Baney from The Center for Independent Living made comments in regards to the plan they submitted to the Commissioners'. They are continuing to ask for support to help move Residents from Manor Care- Jersey Shore.

12.0 NEXT SCHEDULED MEETING

The next public meeting will be held on Thursday, June 11, 2020, at 10:00 A.M. in the Commissioner's Briefing Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

13.0 ADJOURN THE COMMISSIONERS' PUBLIC MEETING 12:00 P.M.

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

<https://www.youtube.com/watch?v=wgJxW0SEzIc&t=6647s>