

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  
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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
WORK SESSION MINUTES  
TUESDAY August 11, 2020  
10:00 A.M.**

**Present:**

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

**1.0 OPERATIONS: Opening prayer and Pledge of Allegiance led by Mr. Metzger.**

1.1 Opening Prayer

1.2 Pledge of Allegiance

1.3 Convene Commissioners' Public Meeting

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

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

**2.0 Awards- Maurice Burden- Retirement- Years of Service: 03/29/1993 – 08/14/2020.**

### **3.0 TDA ACTION**

Roxanne Grieco – Approve update to the TDA Report

**Mr. Mirabito moved to approve all TDA Actions. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

- 3.1 Assessment- Change Assistant Chief Assessor, paygrades 8/9 to Assistant Chief Assessor/Director Tax Claim Bureau, paygrade 8/9.
- 3.2 Prothonotary- Change one (1) Clerk III, paygrade 4 to Clerk IV paygrade 5.
- 3.3 Prothonotary/Clerk of Courts- Change one (1) Clerk III, paygrade 4 to Clerk IV, paygrade 5.
- 3.4 Prothonotary/Clerk of Courts- Change Data Entry Operator Legal, paygrade 4 to Clerk IV- Data Entry, paygrade 5.
- 3.5 Prothonotary- Eliminate one (1) FT Clerk 1 (11), paygrade 2/3.
- 3.6 Prothonotary/Clerk of Courts- Change one (1) FT Clerk III, paygrade 4 to one (1) PT Clerk III, Paygrade 4.

### **4.0 PERSONNEL ACTIONS**

Roxanne Grieco – Approve the following personnel actions:

**Mr. Mirabito moved to approve all Personnel Actions. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

- 4.1 Prison- Justin J. Priliszh, Full-Time Replacement/Promotion, Intake Officer, Paygrade CO11, \$19.37/ Hourly. Effective 8/23/20.
- 4.2 Prothonotary- Sharon L. Greene, Full-Time Replacement/Promotion, Clerk IV, Paygrade 5, \$16.53/Hourly. Effective: 8/23/20.
- 4.3 Prothonotary- Dale E. Schenck, Full-Time Replacement/Promotion. Clerk III, Paygrade 4, \$15.40/Hourly. Effective: 8/23/20.
- 4.4 Assessment- Brooke E. Wright, Full-Time Reorganization- Change in rate, Chief Assessor, Paygrade 10, Salary \$61,463.15. Effective: 8/23/20.
- 4.5 Assessment- Mark J. Anderson, Full-Time Reorganization- Change in rate and title, Assistant Chief Assessor/Director Tax Claim Bureau-, Paygrade 9, Salary \$51,368.17. Effective: 8/23/20.
- 4.6 Treasurer- Carol A. Johnston, Full-Time Reorganization- Change in rate, Deputy, Paygrade 7, Salary/\$45,043.45. Effective 8/23/20.

- 4.7 Treasurer- Penelope J. Cummings, Full-Time Reorganization- Change in Rate, Deputy, Paygrade 7, Salary/\$37,985.94. Effective 8/23/20.
- 4.8 Treasurer- Carrie L. Stine, Full-Time Reorganization- change in rate, Clerk III, Paygrade 4, \$16.33/Hourly. Effective: 8/23/20.
- 4.9 Treasurer- Kathrine A. Zay, Full-Time Reorganization- change in rate, Clerk III, Paygrade 4, \$15.55/Hourly. Effective: 8/23/20.
- 4.10 Prothonotary- Elizabeth J. Burkhart, Full-Time Reorganization- change in rate, title, grade and job code, Clerk IV, Paygrade 5, \$15.39/Hourly. Effective: 8/23/20.
- 4.11 Prothonotary/Clerk of Courts- Ashlea R. Woolley, Full-Time Reorganization- change in rate, title, grade and job code, Clerk IV, Paygrade 5, \$16.02/Hourly. Effective: 8/23/20.
- 4.12 Prothonotary/Clerk of Courts- Holly L. Thomas, Full-Time Reorganization- change in rate, title, grade and job code, Clerk IV-Data Entry, Paygrade 5, \$21.39/Hourly. Effective: 8/23/20.
- 4.13 Prison- Lacy J. Swain, Full-Time Lateral move, change in title and job code, Correctional Officer/Rover, Paygrade CO11, \$21.6685/Hourly, Effective: 8/23/20.

***Recess Commissioners' Public Meeting***

**5.0 SALARY BOARD ACTIONS**

Roxanne Grieco – Approve update to Salary Schedule:

**Ms. Gottschall moved to approve all Salary Board Actions. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 4-0.**

- 5.1 Assessment- Change Assistant Chief Assessor, paygrades 8/9 to Assistant Chief Assessor/Director Tax Claim Bureau, paygrade 8/9.
- 5.2 Prothonotary- Change one (1) Clerk III, paygrade 4 to Clerk IV paygrade 5
- 5.3 Prothonotary/Clerk of Courts- Change one (1) Clerk III, paygrade 4 to Clerk IV, paygrade 5.

- 5.4 Prothonotary/Clerk of Courts- Change Data Entry Operator Legal, paygrade 4 to Clerk IV- Data Entry, paygrade 5.
- 5.5 Prothonotary- Eliminate one (1) FT Clerk 1 ( 11 ), paygrade 2/3.
- 5.6 Prothonotary/Clerk of Courts- Change one (1) FT Clerk III, paygrade 4 to one (1) PT Clerk III, Paygrade 4.

*Reconvene Commissioners' Public Meeting*

**6.0 REPORTS/INFORMATION ITEMS**

- 6.1 Kristin McLaughlin- CDBG-CV final public hearing- **Resolutions will be voted on August 25<sup>th</sup> 2020.**

**7.0 ACTION ITEMS**

- 7.1 Jerry Kennedy- Vote on Agreement with Melillo Consulting for Cisco hardware and installation in the amount of \$44,128.86. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 7.2 Mya Toon- Vote on Amendment to Lease Agreement with Environmental Consultants & Affiliates Network (ECAN) to exercise second one-year renewal option from July 1, 2020, to June 30, 2021. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**
- 7.3 Mya Toon- Vote on Consignment Auction Agreement with Enterprise Fleet Management to sell the County's surplus vehicles at wholesale auction in the amount of \$275= towing per vehicle. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 7.4 Mya Toon- Acknowledge the list of approved contracts by the Director of Administration for the month of May, June and July. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**
- 7.5 Mya Toon- Vote on Agreement with Paul Albert Architect, LLC to provide architectural design and engineering services for property 2107 Lycoming Creek Road in the amount of \$44,200.00. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0**

**8.0 COMMISSIONER COMMENT**

Mr. Mussare made comments in regards to Businesses being effected by the Pandemic and also wants the Public to know we will begin having Press Conferences in the near future.

Mr. Mirabito agrees with the other Commissioners' that it is taking too long for Covid-19 results to come back.

**9.0 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. John Shireman- Jersey Shore, Commented in regards to the Schools reopening. He believes the most important thing is a safe, clean and healthy environment is needed for the children. And the schools are doing that to the best of their ability. He encouraged the Commissioners to submit a plan to the Districts on how they should do thing differently. He asked the Commissioners 2 question: What can we do to help the schools? And, will the Commissioners' release a list of the organizations that received the protective equipment from the County?

**10.0 NEXT SCHEDULED MEETING**

There will not be any Commissioners meetings on Thursday August 13, 2020, Tuesday August 18<sup>th</sup> and Thursday August 20<sup>th</sup>. The next Commissioners Work Session will be held on Tuesday, August 25, 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**

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

<https://www.youtube.com/watch?v=DVGBHon-1Oo>