

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
WORK SESSION MINUTES
TUESDAY August 4, 2020
10:00 A.M.**

Present:

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

1.0 OPERATIONS

- 1.1 Opening Prayer
- 1.2 Pledge of Allegiance
- 1.3 Convene Commissioners' Meeting
- 1.4 Approve the Minutes of the Previous Meeting **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 1.5 Public Comment (Agenda Items Only) **NONE**

2.0 BID OPENINGS

RFP for Employee Health & Wellness Clinic
RFP for Health Insurance Broker

3.0 ACCOUNTS PAYABLE CASH REQUIREMENT

- 3.1 Nicki Gottschall- Accounts Payable Cash Requirements Report through August 19, 2020 for payment August 5, 2020 in the amount of \$1,389,991.77. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**

4.0 TDA ACTIONS

None

5.0 PERSONNEL ACTIONS

Roxanne Grieco – Approve the following personnel actions:

Mr. Mirabito moved to approve all Personnel Actions. Mr. Mussare 2nd the motion. All Personnel Actions Approved 3-0.

- 5.1 Prison: Zachariah J. Zelewicz, as Full-time replacement/promotion, Maintenance Manager, Paygrade 10, Salary/\$50,745.16. Effective 8/9/20.
- 5.2 Planning & Community Development: Christopher M. Musto, as Full-time replacement/promotion, Community & Economic Development Planner, Paygrade 8, \$39,500.23. Effective 8/9/20.
- 5.3 Planning & Community Development: Lori L. Weston, as Full-time replacement/promotion, Administrative Support Supervisor, paygrade 8, \$53,746.89. Effective 8/9/20.
- 5.4 Courts- MDJ Frey: Cherie A. Bowen, as Full-time replacement Clerk III, paygrade 4, \$13.95/hourly. Effective 8/10/20.
- 5.5 Courts- MDJ Frey: Amber M. Fink, as Full-time replacement Clerk III, paygrade 4, \$13.95/hourly. Effective 8/10/20.
- 5.6 Adult Probation: Alexis A. Kilgus, as Full-time replacement Clerk III, paygrade 4, \$13.95/ hourly. Effective 8/17/20.
- 5.7 Information Services-Systems Support: Kayla L. Shireman, as Full-time replacement Clerk III/Floater, paygrade 4, \$13.95/hourly. Effective 8/10/20.
- 5.8 Pre-Release: Abigail C. Burley, as Full-time Resident Supervisor (reserve), paygrade 5. \$15.22/ hourly. Effective 8/9/20.

- 5.9 Pre-Release: Corey W. Brewer, as Full-time Resident Supervisor, paygrade 5, \$15.22/hourly. Effective 8/9/20.
- 5.10 Pre-Release: Hunter Lomison, as Part-time Resident Supervisor, paygrade 5, \$15.22/hourly-not to exceed 1000 hours annually. Effective 8/9/20.
- 5.11 Approve HR Activity report for the month of July 2020.

6.0 SALARY BOARD ACTIONS

None

7.0 REPORTS/INFORMATION ITEMS

- 7.1 Thursday we will be presenting service awards for July/Aug.

8.0 ACTION ITEMS

- 8.1 Forrest Lehman-Vote on Grant Agreement with Department of State for Grants for Election Modernization and Security (GEMS) Program Funds in the amount of \$542,531.87. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 8.2 Jerry Kennedy- Vote on the purchase of high volume industrial shredder from JTF Business Systems IN THE AMOUNT OF \$20,220.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 8.3 Matthew McDermott- MOU with Pennsylvania College of Technology.
- 8.4 Mark Anderson- Vote on Real Estate Refund- 51-001-408 – Caleb Catherine \$73.07. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 8.5 Nancy Ackley- Vote on Agreement between the County of Lycoming and Cornell Abraxas Group, Inc. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**

- 8.6 Scott Konkle- Vote on Memorandum of Understanding with Donald Tressler, Sr. to provide appropriate communications for constable services. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 8.7 Scott Konkle- Vote on Essential Management Solutions, LLC for 9IMS System Maintenance Services in the amount not to exceed \$18,504.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.8 Jenny Picciano- Vote on Professional and Administrative Services Agreement with SEDA-COG to provide grant administration and activity management for a portion of the County's COVID-19 County Relief Block Grant in the amount not to exceed \$179,050.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.9 John Lavelle- 2020 CDBG-DR Resolution 2020-19. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 8.10 Lauren Strausser - Recommend awarding RFP for Processing and Recycling of Electronic Waste to the following bidders: Green Chip, Inc., SAMR, Inc., E-Loop, LLC, and MRM, LLC. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.11 Jason Yorks- Vote on Annual Compliance Certification Form with the PA Department of Environmental Protection to comply with air quality permit. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0**
- 8.12 Jason Yorks- Vote on the purchase of Green Eye Cooling System Units from Green Machine for the Recycling Center in the amount of \$41,343.69. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**

- 8.13 Stephanie Tribble- Vote on Title IV-D Cooperative Agreement with PA Department of Human Services to administer and optimize the effectiveness and performance of Title IV-D Child Support Enforcement Program. Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0
- 8.14 Stephanie Tribble- Vote on Intergovernmental Agreement with Lycoming County Sheriff's Department and Lycoming County Domestic Relation's Section to perform various duties on behalf of the Domestic Relations Section. Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0
- 8.15 Stephanie Tribble- Vote on Intergovernmental Agreement with Lycoming County Sheriff's Department and Lycoming County Domestic Relation's Section to perform law enforcement needs and security on behalf of the Domestic Relations Section. Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0
- 8.16 Matthew McDermott- Vote on Amendment to Agreement between the County of Lycoming and Dawn M. Hughes, PH.D ABPP in the amount not to exceed \$20,000.00. Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.

9.0 BOARD OF ASSESSMENT REVISIONS

None

10.0 COMMISSIONERS COMMENT

Mr. Mussare mentioned the sale of T-shirts being sold for Citizens for Law & Order. All proceeds go to Law & Order. He also spoke about the Department of Education- There is no Leadership on the State and Federal end to give Schools guidance.

Mr. Metzger commented on Education- He feels there is little guidance for the schools. The kids need to be in school and the School Boards need to re-evaluate their decisions.

Mr. Mirabito commends the Governor for all he has done and believes we would be in worse shape if not for him. In addition, he believes there is a lack of childcare facilities to help parents.

11.0 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.

12.0 NEXT SCHEDULED MEETING

The next Public meeting will be held on Thursday, August 6, 2020, 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 11:30

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

https://www.youtube.com/watch?v=PEL_oZi_nkE