

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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WILLIAMSPORT, PA 17701

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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
WORK SESSION MINUTES  
TUESDAY August 25, 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' Public Meeting

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

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

**2.0 BID OPENINGS**

\*Engineering and Surveying Services for Hughesville Water Authority Site

\*Professional Engineering Consulting Services

\*TSP Dryvit Repairs.

**3.0     ACCOUNTS PAYABLE CASH REQUIREMENT**

3.1     Krista Rogers- Accounts Payable Cash Requirements Report through September 2, 2020 for payment August 19, 2020 in the amount of \$ 1,740,251.77.

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

**4.0     TDA ACTION**

Roxanne Grieco – Approve update to the TDA Report:

4.1     Voter Services- Create one (1) PT Clerk III position, paygrade 4.

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

**5.0     PERSONNEL ACTIONS**

Roxanne Grieco – Approve the following personnel actions:

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

5.1     District Attorney- Brittini Aungst, Full-Time Replacement, Clerk III  
Paygrade 4, \$13.95/ Hourly. Effective 8/31/20.

5.2     RMS-Transfer Station- Jeff O’Connor, Full-Time Replacement, Truck  
Driver, Paygrade 6, \$16.59/Hourly. Effective: 8/31/20.

5.3     Prison- Alexa E. McDevitt, Full-Time Replacement. Correctional Officer  
Relief (Reserve), Paygrade CO1, \$17.23/Hourly. Effective: 9/1/20.

5.4     Prison- Taylor A. Emerick, Full-Time Correctional Officer Relief,  
Paygrade CO1, \$17.23/Hourly Effective: 9/22/20.

5.5     Prison- Olivia L. Katzmaier, Full-Time Replacement Correctional Officer  
Relief (M/F), Paygrade CO1, \$17.23/Hourly. Effective: 9/8/20.

5.6     Prison- Trenton E. Peasley, Full-Time Replacement Correctional Officer  
Relief, Paygrade CO1, \$17.23/Hourly. Effective 9/1/20.

***Recess Commissioners’ Public Meeting***

## **6.0 SALARY BOARD ACTIONS**

Roxanne Grieco – Approve update to Salary Schedule:

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

6.1 Voter Services- Create one (1) PT Clerk III position, paygrade 4.

### ***Reconvene Commissioners' Public Meeting***

## **7.0 REPORTS/INFORMATION ITEMS**

7.1 Jason Yorks- ITB for replacement belt conveyor system at the transfer station.

7.2 Jason Fink- Round 2 Awards Funding Completed.

7.3 Mya Toon- ITB for Pavement Replacement of Pre-Release Center, Lysock View Complex, and Executive Plaza Parking Lot.

7.4 Thursday- Wendy Hastings- Presenting County Emergency Medical Services Awards.

7.5 Thursday- Proclamation for Child Support Month.

## **8.0 ACTION ITEMS**

8.1 Mya Toon- Vote on MOU with the City of Williamsport for 2018 Edward Byrne Memorial Justice Assistance Grant Program in the amount of \$11,483.00. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

8.2 Mya Toon- Vote on Third Amendment to Agreement with Oasis Management Services to extend the term for an additional year or until December 31, 2021. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

8.3 Mya Toon- Vote on Resolution 2020-20 for the disposal of surplus property in excess of \$1,000. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0**

8.4 Mya Toon- Vote on 2-year Victim/Witness Services grant application to PCCD in the amount of \$260,343.00. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

8.5 Mya Toon- Vote on FY 20-21 Radiation Emergency Response Fund Grant Agreement with PEMA in the amount of \$5,876.00. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

8.6 Mya Toon- Vote on Agreement with Emergent Broadcasting Company, LLC to program, manage, operate and provide close captioning services for Channel 75.

- 8.7 Mya Toon- Vote on Second Amendment to Agreement with Kourt Security Partners, LLC. d/b/a Select Security to extend project completion date to December 31, 2020. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 8.8 Mya Toon- Vote on 3-year Lease Agreement with the Lycoming County Housing Authority for MDJ Frey in the amount of \$2,877.00. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0**
- 8.9 Tiffany Krajewski- Resolution 2020-17 to adjust the fee schedule for the Subdivision and Land Development Ordinance. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 8.10 Tiffany Krajewski- Resolution 2020-18 to adjust the zoning partner fee schedule for the Lycoming County Zoning Ordinance Partnership. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0**
- 8.11 Kristin McLaughlin- Vote on FFY 2018 CDBG Cooperation Agreement with the Borough of Montoursville for the reconstruction of curb cuts and handicap ramps throughout the Borough of Montoursville in the amount of \$78,733.00. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 8.12 Kristin McLaughlin- Vote on Fair Housing Resolution 2020-21 for CDBG Program. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 8.13 Kristin McLaughlin- Vote on Resolution 2020-22 to authorize the submission of a grant application to the Department of Community Development for the Community Development Block Grant Coronavirus grant program. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 8.14 Mark Egly- Vote on Agreement with Diakon Family Life Services for outpatient mental health assessment and treatment services. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 8.15 Mark Egly- Vote on Agreement with Crossroads Counseling, Inc. for outpatient mental health assessment and treatment services. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0**
- 8.16 Mark Egly- Vote on Agreement with Diakon Family Life Services for outpatient mental health assessment and treatment services. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

- 8.17 Mark Egly- Vote on Agreement with Crossroads Counseling, Inc. for outpatient mental health assessment and treatment services. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0**
- 8.18 Mark Egly- Vote of Agreement with UPMC Susquehanna Home Care and Hospice for Nurse Family Partnership Program services. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0**
- 8.19 Mark Egly- Vote on Agreement with Geisinger Clinic for the Child Advocacy Center of the Central Susquehanna Valley to provide forensic child abuse interviews. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 8.20 Mark Egly- Vote on Agreement with Susquehanna Valley CASA – Voices for Children for child advocate services to dependent children. **Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 8.21 Mark Egly- Vote on Agreement with John P. Pietrovito, Attorney at Law to serve as solicitor for Lycoming County Children and Youth Services. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0**
- 8.22 Mark Egly- Vote on Agreement with Taylor Mullholand, Esq. to provide Substitute Guardian Ad Litem services. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0**
- 8.23 Mark Egly- Vote on Agreement with Patricia A. Shipman, Esq. to provide Substitute Guardian Ad Litem services. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0**
- 8.24 Matthew McDermott- KOZ Extension at timber run industrial park
- 8.25 Krista Rogers- Vote on County contribution for active military duty for Jonathan Rachael in the amount of \$ 2,356.00. **Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0**
- 8.26 Krista Rogers- The Retirement Board voted on August 20, 2020 to recommend to the Board of Commissioners setting up a standing monthly payment to the Retirement Fund of 1/12<sup>th</sup> of the ADEC (Actuarially Determined Employer Contribution) starting 01/01/2021. **Mr. Mirabito moved to approve. Mr. Metzger 2<sup>nd</sup> the motion. Mr. Mussare Opposed. Approve 2-1.**

8.27 Krista Rogers- Payment of 2020 ADEC discussion.

9.0 **COMMISSIONER COMMENT Mr. Metzger commented on the importance of everyone completing the Census survey. You can do it online.**

10.0 **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.

Bill Fenderson- Spoke in regards to Community agencies working together. But, the Pandemic is effecting that. He feels we are sitting in an area that the numbers are going up and there is contradictions in information. We need a plan for businesses.

11.0 **NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, August 27, 2020, 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/UCSRDCV2YEbfonPDRfPMnEuw/videos>