

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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**LYCOMING COUNTY BOARD OF COMMISSIONERS
WORK SESSION MINUTES
TUESDAY October 27, 2020
10:00 A.M.**

Present:

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

1.0 OPERATIONS

1.1 Opening Prayer – **Mr. Metzger**

1.2 Pledge of Allegiance – **Mr. Metzger**

1.3 Convene Commissioners' Public 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**

2.0 BID OPENINGS

2.1 Heather Lehman- Kitchen Hood Fire System

3.0 ACCOUNTS PAYABLE CASH REQUIREMENT

- 3.1 Heather Lehman- Accounts Payable Cash Requirements Report through November 4, 2020 for payment October 28, 2020 in the amount of \$1,576,509.17. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**

4.0 TDA ACTION

Roxanne Grieco – Approve update to the TDA Report:

- 4.1 DPS- Change Emergency Management Specialist- Planning paygrades 8/9 to paygrades 7/8.

5.0 PERSONNEL ACTIONS

Roxanne Grieco – Approve the following personnel actions:

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

- 5.1 Prison- Olivia K. Fisher, Full-Time Replacement, Bail Release Officer Paygrade 8, \$19.81/ Hourly. Effective 11/9/20.
- 5.2 Adult Probation- Kerry A. Bennett, Full-Time Replacement/Promotion, Clerk IV, Paygrade 5, \$19.65/Hourly. Effective 11/01/20.
- 5.3 Prison- Darin L. Thomas, Full-Time Replacement Correctional Officer Relief, Paygrade CO1, \$17.23/Hourly. Effective 11/08/20.
- 5.4 Prison- Collin J. Grimm Full-Time Replacement Correctional Officer Relief, Paygrade CO1, \$17.23/ Hourly. Effective 11/08/20.

Recess Commissioners' Public Meeting

6.0 SALARY BOARD ACTIONS

Roxanne Grieco – Approve update to Salary Schedule:

Ms. Lehman moved to approve. Mr. Mirabito 2nd the motion. Approved 4-0.

- 6.1 Convene Salary Board Actions
- 6.2 DPS- Change Emergency Management Specialist- Planning paygrades 8/9 to paygrades 7/8.
- 6.3 Adjourn Salary Board Actions

Reconvene Commissioners' Public Meeting

7.0 REPORTS/INFORMATION ITEMS- None

8.0 ACTION ITEMS

- 8.1 Lauren Bower- Revision to County Policy 401 County Pay Plans, page 1 of 5.
- Incorporating Part-time language bullet #3 & #5
 - Incorporating Collective Bargaining Unit language bullet #6. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 8.2 Wendy Hastings- Vote on funding reduction change order to the Department of Health Grant in the amount of \$245,160.00. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 8.3 Jason Yorks- Vote on Amendment to Agreement with Professional Petroleum to update labor rates. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.4 Jason Yorks- Vote on Agreement with Verizon Connect NWF Inc. for vehicle subscription services in the amount of \$2828.20/monthly. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.5 Mark Egly- Vote on Agreement with Merakey Pennsylvania for foster care services in the amount of Per diems ranging from \$29.29/day to \$132.91/day. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.6 Mark Egly- Vote on Agreement with Merakey Pennsylvania for foster care services in the amount of Per diems ranging from \$29.29/day to \$170.86/day. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.7 Mark Egly- Vote on Agreement with Lycoming-Clinton Counties Commission for Community Action (STEP, Inc.) for the provision of Family Navigation services (\$43,200), Youth Workforce Development/Employment (YES) services (\$205,000) and STEPping Stones program services (\$6,500) not to exceed \$254,700. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.8 Mark Egly- Vote on Agreement with West Branch Drug and Alcohol Abuse Commission for the provision of the Strengthening Families Program services not to exceed \$20,000.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 8.9 Mark Egly- Vote on Human Services Development Fund Agreement with Favors Forward for Information and Referral Services in the amount of \$3000.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**

8.10 Director McDermott- Vote on Resolution to give planning the Authority to apply for a state natural gas grant. Timber Run Industrial park lot #2. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**

9.0 COMMISSIONER COMMENT-

Mr. Mirabito- Said none.

Mr. Mussare:

***Asked the question, Can you change your vote on a mail-in ballot after you have voted. The Solicitor said, yes you can.**

*** Contacted Steve Johnson to check on availability of beds. There are 50 beds and 12 are being used. Made comments about the pandemic and where our County is with the numbers.**

Mr. Metzger:

***Made comments about the budget and the meeting on Monday night. The meeting went well and if anyone couldn't get logged in to the zoom, they can feel free to call the office and talk to any of the Commissioners'.**

***Spoke in regards to an article in the Webb Weekly. Commissioners' have come together to work for the County. He was thankful for the article.**

10.0 PUBLIC COMMENT- None

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.

11.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Tuesday November 10, 2020, at 10:00 A.M. in the Commissioner's Briefing Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701. There are no meetings on October 29, November 3 and November 5, 2020.

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

<https://www.youtube.com/channel/UCSRDCV2YEbfonPDRfPMnEuw/videos>