

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 October 20, 2020
10:00 A.M.**

Present:

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

1.0 OPERATIONS : Prayer and Pledge of Alliance 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 2nd the motion. Approved 3-0.**

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

2.0 Bid Openings

2.1 Engineering Services Levee Project

3.0 PERSONNEL ACTIONS

Roxanne Grieco – Vote on the following personnel actions: **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved all three 3-0.**

- 3.1 Voter Services- LeeAnne Rauch, Part-Time New Position, Clerk III, Paygrade 4, \$12.96/Hourly. Not to exceed 1000 hours annually. Effective 10/21/20.
- 3.2 DPS-Communications- Steven E. Elliott, Full-Time Replacement, Telecommunicator I- WOE, Paygrade 6, \$16.59/Hourly. Effective 11/9/20.
- 3.3 Prison- Kayla N. Knouse, Full-Time Replacement, C.O. Female Relief, Paygrade CO1, \$17.23/Hourly. Effective 11/02/20.

4.0 INFORMATION ITEM

4.1 Proclamations being presented on Thursday:

*Accounts Payable Recognition Week

*Infant Loss Awareness

- 4.2 Mya Toon- Discuss RFP for Lycoming County Small Local Bridge Inspection Program.
- 4.3 Mya Toon- ITB for Construction of Williamsport Relief Well Rehabilitation and Replacement Project.
- 4.4 Beth Johnston – Announcement – 2021 Lycoming County Budget open for public review Thursday, October 22nd.

5.0 ACTION ITEMS

- 5.1 Mya Toon- Rescind approval on Agreement with Avenu Insights & Analytics, LLC for the manual review, scanning and indexing of deed books for the Register & Recorder's Office in the amount of \$210,000.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**

- 5.2 Mya Toon- Vote on Agreement with DLT Solutions, LLC for the manual review, scanning and indexing of deed books for the Register & Recorder's Office in the amount of \$200,314.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the Motion. Approved 3-0.**
- 5.3 Mya Toon- Vote on Amendment to Agreement with Port Elevator, Inc. to increase the project costs by \$1,407. Mr. Mussare moved to approve. **Mr. Mirabito 2nd the motion. Approved 3-0.**
- 5.4 Kristin McLaughlin- Vote on Amendment to the Cooperative Agreement with Montoursville Borough to extend the project termination date to December 31, 2020. **Mr. Mussare move to approve. Mr. Mirabito 2nd. Approved 3-0.**
- 5.5 Kristin McLaughlin- Vote Amendment to the Cooperative Agreement with South Williamsport Borough to extend the project termination date to December 31, 2020. **Mr. Mussare move to approve. Mr. Mirabito 2nd. Approved 3-0.**
- 5.6 Kristin McLaughlin- Vote on Amendment to the Cooperative Agreement with Jersey Shore Borough to extend the project termination date to December 31, 2020. **Mr. Mussare move to approve. Mr. Mirabito 2nd. Approved 3-0.**
- 5.7 Shannon Rossman- Vote on recommended Small Business COVID-19 Relief Block Grant Awards as attached hereto. **Mr. Mussare move to approve. Mr. Mirabito 2nd. Approved 3-0.**
- 5.8 Matthew McDermott- Terminate Agreement with Emergent Broadcasting Company, LLC to program, manage, operate and provide close captioning services for Channel 75. **Mr. Mirabito moved to approve. Mr. Mussare 2nd. Approved 3-0.**
- 5.9 Matthew McDermott- Vote on Addendum to Memorandum of Understanding with Pennsylvania College of Technology to add an electronic message board to the New Sign. **Mr. Mussare moved to approve. Mr. Mirabito 2nd. Approved 3-0.**

6.0 COMMISSIONER COMMENT:

Mr. Metzger- Comments in regards to the article on the internet about a building for the Coroner. We are in negotiations and will have more information on Thursday. Coroner & Staff have expressed concerns- They need building. The plan is to consolidate agencies/departments. Mr. Metzger believes we need a long-term vision.

Mr. Mirabito- Continued the discussion in regards to the Coroner building. We have been working on this for years. The building has special requirements. We can't just put them in the executive plaza.

Mr. Mussare- Comments in regards to pre-canvassing. It is a good idea and won't hurt. Afraid of how people will respond when this election is over is a concern to him. Each time there is a new ruling a divide is created. We need to get back to what's normal.

7.0 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.

8.0 NEXT SCHEDULED MEETING The next Commissioners Public Meeting will be held on Thursday October 22, 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>