

Commissioners:

R. JACK MCKERNAN
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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**Minutes of the Meeting of
March 21, 2019
Board Room, Executive Plaza
Pine Street, Williamsport**

Commissioner McKernan - Present
Commissioner Mussare - Present
Commissioner Mirabito - Present

Solicitor Sees - Present

1.0 OPERATIONS

1.1 CONVENE COMMISSIONERS MEETING. The meeting was convened at 10:04 a.m.

1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Mirabito and seconded by Mr. Mirabito and passed (3-0), approved the minutes of the previous meeting as they are recorded.

1.3 RECEIVE PUBLIC COMMENTS (AGENDA ITEMS ONLY). Mr. McKernan opened the floor to public comment on agenda items only, and none were received.

2.0 ACTION ITEMS

2.1 APPROVE UPDATE TO THE TDA AND TOTALS REPORT: A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved for Collections to eliminate Administrative Enforcement Officer position, paygrades 6/7 effective March 21, 2019 and reclassify Clerk IV, paygrade 5 position to Administrative Specialist Cost/Fines, paygrade 6 effective March 21, 2019.

2.2 APPROVE PERSONNEL ACTIONS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved the following personnel actions:
Pre-Release - Belinda Parsons - as a full time replacement Cook - Pay grade 6 - \$17.86 per hour effective 4/7/2019.

Pre-Release – James M. Mitchley – as full time replacement Resident Supervisor – Pay grade 6 - \$16.59 per hour effective 4/1/19.
Prison – Yasmin Pigford – as full time replacement Correctional Officer Relief M/F – Pay grade CO1 - \$16.01 per hour effective 3/25/19.
Collections – Diana R. Richardson – as a full time reclassification/promotion Administrative Specialist Cost/Fines – Pay grade 06 - \$19.30 per hour effective 3/24/19.

2.3 AWARD ANALYTICAL SERVICE AGREEMENTS: A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved on an as needed basis; as per bid pricing to the following Contractors:

- Fairway Laboratories, Inc.,
- Mountain Research, LLC,
- Environmental Service Laboratories, Inc.,
- ALS Environmental

2.4 APPROVE 10 YEAR RENEWAL OF PADEP SOLID WASTE OPERATING PERMIT. A motion by Mr. Mussare and seconded by Mr. Mussare and passed (3-0), approved.

2.5 APPROVE RENEWAL SECOND AMENDMENT TO AGREEMENT WITH FRY'S FIRE PROTECTION. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

2.6 APPROVE BILL OF SALE FOR THE VEHICLE AND THE FOLLOWING LOTS: A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved the following lots that were auctioned on Municibid.

- 2001 Chevrolet Silverado sold for \$1,550.00 to Ken George
- Miscellaneous Computer Lots 4, 5 and 6 sold for \$5,550.00 to Hamza Tariq

2.7 AWARD CONTRACTS FOR FOOD PRODUCTS. Award contracts for food products on a per item; as needed basis to the following:

- Keyco Distributors
- Benjamin Foods LLC,
- Feesers Inc
- Sysco Central PA

2.8 APPROVE VICTIM/WITNESS SERVICES GRANT. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved the grant in the amount of \$258,893 over a year period (1/1/2019-12/31/2020) from the Pennsylvania Commission on Crime and Delinquency (PCCD).

2.9 APPROVE 2ND AMENDMENT FOR FORM OF AGREEMENT WITH TRANSITIONAL LIVING CENTER – LYCOMING COUNTY MASTER LEASING PROGRAM. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

2.10 ENACT ORDINANCE 2019-02 PENNSYLVANIA COUNTIES RISK POOL AND THE EXECUTION OF THE INTERGOVERNMENTAL COOPERATION. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

2.11 APPROVE 2019 PER POSTAGE PROS, NEO POST VENDOR, LEASE CONTRACT. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved for the Mach 5 Printer.

Recess Commissioners' Meeting at 11:40 a.m.

3.0 SALARY BOARD

3.1 Convene Salary Board.

3.2 Approve elimination of Administrative Enforcement Officer position, paygrades 6/7. A motion by Mr. McKernan and seconded by Mr. Mirabito and passed (4-0), approved. Nicki Brelsford casting the fourth vote.

3.3 Approve reclassification of Clerk IV, paygrade 5 position to Administrative Specialist Cost/Fines, paygrade 6. A motion by Mr. McKernan and seconded by Mr. Mirabito and passed (3-0), approved. Nicki Brelsford casting the fourth vote.

3.4 Adjourn Salary Board.

4.0 BOARD of ASSESSMENT REVISION

4.1 Convene Board of Assessment Revision.

4.2 Approve real estate exonerations. See attached. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

4.3 Approve the following 2018 real estate refunds: A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

65-002-320 – Weis Markets Inc - \$3262.08
41-373-176-999 – Ashler. Inc - \$2320.56

4.4 Adjourn Board of Assessment Revision.

Reconvene Commissioners' Meeting at 11:50 a.m.

5.0 REPORTS/INFORMATION ITEMS:

5.1 Alex Armstrong – Lycoming County proclaims Lycoming 4 H Week as March 17-23, 2019.

5.2 Jason Hurwitz – Lycoming County recognizes the 100th Anniversary of the Kiwanis on April 4, 2019.

5.3 Commissioner Mussare – Lycoming County proclaims March as Red Cross Month.

5.4 Commissioners - Award Service Pins

Mark Bennardi	Maintenance	10 years
Beth Johnston	Fiscal	20 years
Susan Satteson	Prison	20 years
Tim Stutzman	Prison	20 years
Ed Feigles	Planning and Community Development	20 years

6.0 COMMISSIONER COMMENT: None

7.0 PUBLIC COMMENT: None

8.0 NEXT REGULARLY SCHEDULED MEETING: The next planning Session is Tuesday, April 2, 2019. Reminder there will be no public meetings on March 26, 2019 and March 28, 2019. The Commissioners will be attending the CCAP conference in Harrisburg.

9.0 ADJOURN COMMISSIONERS' MEETING. The meeting was adjourned by Chairman McKernan.