

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
August 1, 2019
Board Room, Executive Plaza
Pine Street, Williamsport**

Commissioner McKernan - Present
Commissioner Mussare - Present
Commissioner Mirabito - Present
Director McDermott - Present

Solicitor David - Present

1.0 OPERATIONS

1.1 CONVENE COMMISSIONERS MEETING. Mr. McKernan convened the Commissioners Meeting 10:05 a.m.

1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Mirabito and seconded by Mr. Mussare 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 TDA AND TOTALS REPORT .

A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), Mr. Mussare casting an abstaining vote approved:

Coroner - Remove one (1) FT Deputy Coroner, pay grade 7

Domestic Relations - Add one (1) FT Law Clerk, pay grade 8

District Attorney - Add one (1) FT Law Clerk, pay grade 8

2.2 APPROVE FOLLOWING PERSONNEL ACTIONS: A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

RMS- Operations - Conner Kepner - as a new position Equipment Operator - pay grade 6 - \$18.00 per hour effective 8/16/19.

August 1, 2019

Register & Recorder – Elliott C. Crossley – as full time replacement Clerk 1 – pay grade 2 - \$11.79 per hour effective 8/5/19.
District Attorney – Jerry Grill – as a full time replacement Assistant District Attorney – AD - \$53,022.72 annually effective 8/5/19.

Amended his motion and to isolate the Domestic Relations position.

Mr. Mirabito made a motion to approve the following personnel action and was seconded by Mr. McKernan and passed (2-1), approved with Mr. Mussare casting the no vote.

Domestic Relations – Jessica L. Dodson – as a new position Domestic Relations Law Clerk - pay grade 8 - \$38,548.49 annually effective 8/5/19.

Discussion:

Mr. Mussare – When the law clerk passes her bar exam? What will her pay be, will that automatically increase? At that time, how many attorney’s will there be?

Mrs. Grieco – Yes, the position would increase to pay grade 11. There will only be one attorney in that department once she passes the bar.

Mr. McKernan – There is no attorney, but there is someone who has the appropriate credentials.

Mr. Mirabito – The reason Domestic Relations brought this to us, because under Federal Guidelines, they cannot have a non-attorney going into court to present a case on behalf of Domestic Relations. In order, for us to get the money from the Federal Government that we do, we must be in compliance with Federal regulations. We have to have an attorney presenting the case.

Mr. Mussare – We currently do not have an attorney in Domestic Relations office?

We do not have an attorney performing attorney duties in domestic relations. The Deputy is an attorney, but she is not performing the duties.

Mr. McDermott – Technically, the Deputy has a JD, but she is not acting as the attorney for Domestic Relations or nor is she performing attorney functions.

Mr. McKernan – We use an outside lawyer to perform the attorney duties for Domestic Relations. We will pick up the savings on that WE will qualify for more Federal monies,

Mr. Mirabito – This will help us be in compliance with the Federal Govt regulations. Technically, I am a lawyer, but I am not practicing law as a commissioner.

Mr. Mussare – How many attorneys will there be in Domestic Relations, once she passes her bar. You said, “One”, that will not be true; there will be two attorneys in the Domestic Relations department. Are we currently not in compliance?

Mr. McKernan and Mr. Mirabito – Technically, no.

2.3 APPROVE PROFESSIONAL SERVICE AGREEMENT WITH RICHARD E. DOWELL, JR. PH.D. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved for neuropsychological services.

2.4 APPROVE AMENDMENT TO AGREEMENT WITH STEINBACHER ENTERPRISES, INC. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved time extension.

2.5 APPROVE SUSQUEHANNA MOTOR COMPANY, INC. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved final invoice for this maintenance event at a total cost of \$15,307.33.

2.6 AWARD PURCHASE AGREEMENT TO THERMO FISHER SCIENTIFIC D.B.A., THERMO EBERLINE, LLC . A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved in the amount of \$21,304.00.

2.7 APPROVE RESOLUTION 2019-12 UTILIZATION OF CERTAIN REAL PROPERTY LOCATED WITHIN THE BOROUGH FOR PUBLIC PURPOSES. QUITCLAIM DEED, TAX PARCEL NO. NO. 35-002-118. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

2.8 APPROVE ANNUAL RENEWAL OF 2019-2020 JUSTICE WORKS YOUTHCARE, INC. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

2.9 APPROVE ANNUAL RENEWAL OF 2019-2020 DIAKON/SPIN PSA. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

2.10 APPROVE ANNUAL RENEWAL 2019-2020 MID-ATLANTIC YOUTH SERVICES PSA. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

2.11 APPROVE PROFESSIONAL SERVICE AGREEMENT WITH HUNTER & LOMISON, INC. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

2.12 APPROVE AMENDMENT TO 2019-2024 MARCO CONTRACT. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved for two additional copiers for fiscal and purchasing.

Mr. McKernan recessed the Commissioners' Meeting at 10:54 a.m.

3.0 SALARY BOARD

3.1 CONVENE SALARY BOARD. Mr. McKernan convened the Salary Board at 10:54 a.m.

3.2 APPROVE UPDATE TO SALARY SCHEDULE . A motion by Ms. Brelsford and seconded by Mr. Mirabito and passed (4-0), approved:
Coroner – Remove one (1) FT Deputy Coroner, pay grade 7
District Attorney – Add one (1) FT Law Clerk, pay grade 8

3.3 APPROVE UPDATE TO SALARY SCHEDULE. A motion by Ms. Brelsford and seconded by Mr. McKernan and passed (3-1) with Mr. Mussare casting a no vote, approved:
Domestic Relations – Add one (1) FT Law Clerk, pay grade 8

3.4 ADJOURN SALARY BOARD. Mr. McKernan adjourned the Salary Board at 10:56 a.m.

Mr. McKernan reconvened the Commissioners' Meeting at 10:56 a.m.

4.0 BOARD OF ASSESSMENT REVISION:

5.0 REPORTS / INFORMATION ITEMS.

6.0 COMMISSIONER COMMENT.

7.0 PUBLIC COMMENT. Mr. McKernan opened the floor to public comment and none were received:

8.0 NEXT REGULARLY SCHEDULED MEETING. Mr. McKernan announced the next regularly scheduled meeting as a work session on Tuesday, August 6, 2019.

9.0 ADJOURN COMMISSIONERS' MEETING. Mr. McKernan adjourned the Commissioners' Meeting at 11:10 a.m.