

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  
November 21, 2019  
Board Room, Executive Plaza  
Pine Street, Williamsport**

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

Solicitor Smith - Present

**1.0 OPERATIONS**

1.1 CONVENE COMMISSIONERS MEETING. Mr. McKernan convened the Commissioners Meeting 10:04 a.m.

1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Mussare 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). None

**2.0 ACTION ITEMS**

2.1 APPROVE UPDATE TO THE TDA AND TOTAL REPORT: . A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.

- District Attorney- Central Processing
  - Addition of four (4) PT Central Processing Officers
- DPS – Communications
  - Change paygrades for FT Addressing Coordinator / GIS specialist from 6/7 to paygrades 7/8

2.2 APPROVE. Approve following personnel actions:

- Prison – Dustin Mitchley – as a full time replacement Correctional Officer Relief- Pay Grade CO1 - \$16.81 per hour. Effective 12/2/19.
- Pre- Release– Abigail Burley – as a Part-Time replacement Female Resident Supervisor - Pay grade 5 - \$14.14 per hour. Effective 12/1/19 ( limited to 1000 hours annually )

A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

2.3 APPROVE. 2020 RMS Fee Schedules (Jason Yorks) A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.

2.4 APPROVE. Amendment Number-1 to the 2017 Bottled Water Services Agreement with Tulpehocken Mountain Spring Water, Inc. (Jason Yorks) A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

2.5 APPROVE. Amendment Number-3 to the 2017 Tire Recycling Agreement with Mahantango Enterprises, Inc. (Jason Yorks) A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

2.6 APPROVE. Amendment Number-1 to the 2018 Purchase Agreement for Lubrication Products with PetroChoice Holdings, Inc. (Jason Yorks) A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.

2.7 APPROVE. purchase agreement with Core and Main for HDPE Pipe in the amount of \$20,271.78. (Jason Yorks) A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

2.8 APPROVE. Approve purchase agreement with QED environmental systems Inc. for landfill gas well accessories in the amount of \$1668.45 A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.

2.9 APPROVE. Consent Assessment of Civil Penalty with the Department of Environmental Protection in the amount of \$20,000.00 (Jason Yorks) A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

2.10 APPROVE. 2019 PHARE –City of Williamsport/ Sub-recipient Agreement Extension (Austin Daily) A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

- 2.11 APPROVE. DNA Diagnostic Center Inc. / Parentage Testing (Stephanie Tribble) A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.
- 2.12 APPROVE. Armstrong Twp. - Assignment Agreement of Sale (Kmetz) - Sylvan Dell 2019 (Jenny Picciano) A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.
- 2.13 APPROVE. Armstrong Twp. - Assignment of Agreement of Sale (Rakestraw) – Sylvan Dell 2019 (Jenny Picciano) A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.
- 2.14 APPROVE. Scotilla Psychological Services, LLC (Mya Toon) A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.
- 2.15 APPROVE. Resolution for Surplus Property in excess of \$1,000.00 (Mya Toon) A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.
- 2.16 APPROVE. PA American Water/ Agreement of Sale- 2019 Nitrogen Credits (Rodney Morehart) A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.
- 2.17 APPROVE. Lancaster City/ Agreement of Sale- 2019 Nitrogen Credits (Rodney Morehart) A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.
- 2.18 APPROVE. Adopt Resolution 2019 -19 Relief Well Funding resolution RCAP. (Chelsea Blair) A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

***Mr. McKernan recessed the Commissioners' Meeting at 11:12 a.m.***

### **3.0 SALARY BOARD**

- 3.1 CONVENE SALARY BOARD. Mr. McKernan convened the Salary Board at 10:36 a.m.
- 3.2 APPROVE. Approve Update Salary Schedule. (Roxanne Grieco)
- District Attorney- Central Processing
  - o Addition of four (4) PT Central Processing Officers
  
  - DPS – Communications

- Change paygrades for FT Addressing Coordinator / GIS specialist from 6/7 to paygrades 7/8 A motion by Ms. Lehman and seconded by Mr. Mussare and passed (4-0), approved.

3.3 ADJOURN SALARY BOARD. Adjourned the Salary Board at 11:13 a.m.

**4.0 BOARD of ASSESSMENT REVISION - None**

*Mr. McKernan reconvened the Commissioners' Meeting at 11:13 a.m.*

**5.0 REPORTS / INFORMATION ITEMS.**

5.1 Commissioners Proclaiming November as Infant Safe Sleep Month. (Kate Nickles)

5.2 Service pins awarded to the following employees:

|                   |          |            |    |
|-------------------|----------|------------|----|
| Nicki Brelsford   | 11/9/09  | Controller | 10 |
| Michele McDermott | 11/16/09 | Fiscal     | 10 |
| Rhonda Bodle      | 12/6/99  | Records    | 20 |
| John Yingling     | 12/4/89  | DPS        | 30 |

5.3 Announcement- Lycoming Count Budget is open for public review (Beth Johnston)

**6.0 COMMISSIONER COMMENT.** None

**7.0 PUBLIC COMMENT.**

**8.0 NEXT REGULARLY SCHEDULED MEETING.**

The next regularly scheduled work session is on Tuesday, December 3, 2019. The next public meeting will be held on Thursday, December 5, 2019. Both meetings begin at 10:00 a.m. Commissioner's Briefing Room. 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

**9.0 ADJOURN COMMISSIONERS' MEETING.** Mr. McKernan adjourned the Commissioners' Meeting at 11:19 a.m.

