

Commissioners:

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Chairman

TONY R. MUSSARE
Vice Chairman

RICHARD MIRABITO
Secretary



MATTHEW A. McDERMOTT
*Director of Administration
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LYCOMING COUNTY BOARD OF COMMISSIONERS
Meeting Minutes for WORK SESSION
TUESDAY, December 3, 2019
10:00 A.M.

1.0 BID OPENING

- 1.1 Bread Products 2020 1 Bidder - Bimbo**
Food Products 2020-
3 Bidders- Keyco Distributors/Sysco Food Services/Feesers Inc.

2.0 ACCOUNTS PAYABLE CASH REQUIREMENT REPORT
None this week

3.0 EMPLOYEE SERVICE AWARDS
None this week

4.0 TDA ACTIONS to be Approved on Thursday

- 4.1 Roxanne Grieco – Approve update to the TDA Report Effective 12/1/2019.
- 4.1.1 DPS - EMA – Training and Operation Coordinator pay grade 7/8 to
Emergency Management Specialist- Training pay grade 7/8.
- 4.1.2 DPS-EMA Change Energy Development Emergency Response
Coordinator pay grade 8/9 to Emergency Management Specialist –
Planning Paygrade 8/9.

***A recurring agenda item that requires action each Tuesday.**

An agenda item that requires action on Tuesday.

5.0 PERSONNEL ACTIONS to be Approved Thursday

- 5.1 Roxanne Grieco – Approve HR Activity report for the month of November 2019.
- 5.2 Roxanne Grieco – Approve the following personnel actions:
 - 5.2.1 DPS-EMA- Paula R. Young- as Full-time replacement/promotion Emergency Management Specialist/Training- Paygrade 8 – Salary of \$41,929.65 Salary- Effective 12/1/19.
 - 5.2.2 Pre-Release- Riley Thomas- as Part-time replacement Resident Supervisor- Paygrade 5- \$14.14 per hour. Effective 12/8/19.
 - 5.2.3 RMS- Resource Recovery- Kevin Chase- Full time Replacement Material Recovery Facility Maintenance Specialist- Paygrade 8 - \$19.81 per hour. Effective 12/9/19.
 - 5.2.4 Prison- Nathaniel E Kendall – as Full-time replacement Correctional Officer Relief- Paygrade CO1- \$16.81 per hour. Effective 12/16/19.
 - 5.2.5 Prison- Trevor E Campbell- as Full-time replacement Correctional Officer Relief- Paygrade CO1- \$16.81 per hour. Effective 12/8/19.
 - 5.2.6 Adult Probation- Erick Fortin- as Fulltime Replacement Probation Supervisor- Paygrade 10- Salary of \$70,892.25 – Effective 12/1/19. (Refer to MOU as position is being funded by County General \$67,604.78 and by ACT 35 funds \$3,287.47.).

6.0 SALARY BOARD ACTIONS to be Approved Thursday

- 6.1 Roxanne Grieco – Approve update to Salary Schedule. Effective 12/1/2019.
 - 6.1.1 DPS / EMA – Training and Operation Coordinator pay grade 7/8 to Emergency Management Specialist- Training pay grade 7/8.
 - 6.1.2 DPS / EMA Change Energy Development Emergency Response Coordinator pay grade 8/9 to Emergency Management Specialist – Planning Paygrade 8/9.
 - 6.1.3 Adult Probation – Probation Supervisor- paygrades 9/10. (Refer to MOU as position is being funded by County General \$67,604.78 and by ACT 35 funds \$3,287.47.).

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7.0 REPORTS/INFORMATION ITEMS

None

8.0 ACTION ITEMS (8.7-8.10 Approved)

- 8.1 Roxanne Grieco – Approve Memorandum of Understanding- (MOU) - Mr. Fortin to be paid at the rate of \$70,892.25, consisting of \$67,604.78 from County Funds & \$3,287.47 from Court controlled ACT 35 Funds.
- 8.2 Mya Toon – Approve agreement with William A. Cox, M.D., FCAP for \$25,000.00.
- 8.3 Mya Toon – Agreement for Bulk Flare Purchase with Tiadaghton Valley Regional Police Department, Muncy Township, Lycoming County Sheriff's Office.
- 8.4 Beth Johnston – Enactment of Ordinance 2019-05.
- 8.5 Chelsea Blair – Change Order #1 to Flood Mitigation and Demolition Project 90 Bear Trap Lane & 1182 Pleasant Stream Rd. for \$6,000.00.
- 8.6 Chelsea Blair – Change Order #2 to Flood Mitigation Acquisition & Demolition Project 1915 Upper Bodine Rd. Amount of \$2,200.00.
- 8.7 Fran McJunkin – **APPROVED** Resolution 2019-22- Regarding Loan to West Branch Regional Authority to Facilitate Extension of Sewer Main Along Rt. 15 Corridor. - A motion by Mr. Mussare and seconded by Mr. Mirabito and passed 2-0).
- 8.8 Fran McJunkin – **APPROVED** Commitment Letter to West Branch Regional Authority to Facilitate Extension of Sewer Main Along Rt. 15 Corridor.- A motion by Mr. Mussare and seconded by Mr. Mirabito and passed 2-0).
- 8.9 Fran McJunkin – **APPROVED** Promissory Note to West Branch Regional Authority to Facilitate Extension of Sewer Main Along Rt. 15 Corridor for \$1,500,000.00. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed 2-0).
- 8.10 Fran McJunkin – **APPROVED** Improvement Guarantee Agreement with West Branch Regional Authority to Facilitate Extension of Sewer Main Along Rt. 15 Corridor. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed 2-0).
- 8.11 Mya Toon – Amendment to Agreement with Kourt Security Partners, LLC d/b/a Select Security.

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9.0 BOARD OF ASSESSMENT REVISIONS to be Approved Thursday

9.1 Brooke Wright – Approve Real Estate Refunds:
57-429-129.E Daniel & Linda Lapp – \$270.87
15-002-414 Nikki Lynstrom – \$90.12

9.2 Brooke Wright – Approve Real Estate Exemption:
43-349-119 Community Action Realty

10.0 COMMISSIONER COMMENT no comments

11.0 PUBLIC COMMENT

Mr. Stout commented about the new Sheetz on Corridor 15. Should be breaking ground in July.

12.0 NEXT SCHEDULED MEETING

The next public meeting will be held on Thursday, December 5, 2019, at 10:00 A.M. in the Commissioner’s Briefing Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

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