

Commissioners:

SCOTT L. METZGER  
*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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COUNTY of LYCOMING  
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WILLIAMSPORT, PA 17701

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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
TUESDAY June 9, 2020  
10:00 A.M.**

**1.0 OPERATIONS**

- 1.1 Opening Prayer
- 1.2 Pledge of Allegiance
- 1.3 Convene Commissioners' Meeting
- 1.4 Approve the Minutes of the Previous Meeting
- 1.5 Public Comment (Agenda Items Only)

**2.0 Bid Openings**

- 2.1 3<sup>rd</sup> QTR Food Products
- 2.2 2<sup>nd</sup> Half 2020 Bread Products

**3.0 ACCOUNTS PAYABLE CASH REQUIREMENT REPORT**

- 3.1 \*Krista Rogers/Heather Lehman – Approve the following Accounts Payable Cash Requirement Report(s):
  - 3.1.1 Accounts Payable Cash Requirement Report through June 24, 2020 for payment on June 10, 2020 in the amount of \$2,412,492.12.

**4.0 TDA ACTIONS**

- 4.1 Roxanne Grieco – Approve update to the TDA Report Effective 6/9/20.
  - 4.1.1 RMS – Create one (1) Training & Safety Manager- Paygrade 8/9

- 4.1.2 DPS-Communications- Rove one (1) PT Addressing  
Coord/GIS Specialist Paygrade 6/7.

## **5.0 PERSONNEL ACTIONS**

- 5.1 Roxanne Grieco – Approve the following personnel actions:
  - 5.1.1 RMS-Resource Recovery: Robert P. Renwick, as Full-Time Replacement, Work Crew Foreman, Paygrade 6, Salary of \$16.59/hour.  
Effective 6/15/20.
  - 5.1.2 Domestic Relations: Mackenzie A. Williamson, as Full-Time Replacement Domestic Relations Officer, Paygrade DRO, Salary of \$38,166.82. Effective 6/22/20.
  - 5.1.3 Courts-MDJ Biichle: Kayla Allen, as Full-Time Replacement Clerk III, Paygrade 4, Salary of \$13.95/hour. Effective 6/15/20.
  - 5.1.4 Maintenance: Kyle A. Palmer, as Full-Time Replacement Custodial Worker, Paygrade 2, Salary of \$11.79/hour.  
Effective 6/15/20.
  - 5.1.5 RMS: Alan W. Little, as Full-Time Training & Safety Manager, Paygrade 8, Salary of \$41,118.42.
  - 5.1.6 District Attorney: Giovanna M. Daniele, as Full-Time Replacement Clerk III, Paygrade 4, Salary of \$13.95/hour.  
Effective 6/10/20.
  - 5.1.7 RMS-Transfer Station: Floyd E. Kerstetter Jr., as Full-Time Replacement Truck Driver, Paygrade 6, Salary of \$16.59/hour. Effective 6/15/20.
  - 5.1.8 Prison: Nathan W. Koletar, as Full-Time Replacement Correctional Officer Relief, Paygrade CO1, Salary of \$17.23/hour. Effective 6/15/20.
  - 5.1.9 Prison: Anthony J. Brooks, as Full-Time Replacement Correctional Officer Relief, Paygrade CO1, Salary of \$17.23/hour. Effective 6/15/20
  - 5.1.10RMS-Support Services: Eric Eveland, as Full-Time Reclassification Fueler Mechanic, Paygrade 7, Salary of \$25.14/hour. Effective 6/14/20.

- 5.2 Approve HR Activity report for the month of May 2020

***Recess Commissioners' Public Meeting***

**6.0 SALARY BOARD ACTIONS**

- 6.1 Roxanne Grieco – Approve update to Salary Schedule. Effective 6/9/20.
- 6.1.1 RMS – Create one (1) Training & Safety Manager- Paygrade 8/9
- 6.1.2 DPS-Communications- Rove one (1) PT Addressing Coord/GIS Specialist Paygrade 6/7.

***Reconvene Commissioners' Public Meeting***

**7.0 REPORTS/INFORMATION ITEMS**

- 7.1 Ronald Poust- Lycoming County Veterans Affairs would like to make a \$100 donation to the Marine Corp League.
- 7.2 Kristin McLaughlin- Community Development Block Grant and Community Development Block Grant - CARES Act Funding Application Preparation Schedule for Federal Fiscal Year 2020.

**8.0 ACTION ITEMS**

- 8.1 Roxanne Grieco- Revision to Policy 104 Affirmative Action
- 8.2 Roxanne Grieco- Revision to Policy 105 Civil Rights Complaint Process
- 8.3 Roxanne Grieco- Revision to Policy 609 Freedom from Harassment
- 8.4 Mya Toon- Approve Act 13 Agreement with Mansfield University to support the Act 120 Municipal Police Officer Training Academy Program in the amount of \$20,000.00.
- 8.5 Mya Toon- Approve the purchase of aluminum chairs and tables for outdoor dining and seating at the White Deer Golf Course utilizing Act 13 grant funds in the amount of \$10,997.24.
- 8.6 Mya Toon- Approve ammunition purchase for County departments from Witmer Public Safety Group in the amount of \$14,099.00.

- 8.7 Mya Toon- Amend cost approval for emergency repairs to Armstrong Tower with Keystone Communications, Inc. not to exceed \$38,500.00.
- 8.8 Mya Toon- Approve Amendment to Lease Agreement with ARD Operating, LLC to exercise renewal option for one year or until April 30, 2021 in the amounts of \$19,166.67 per month, \$230,000.00 annually, \$10.00 SF/23,000 SF.
- 8.9 Adrienne Stahl- Agreement with Jeana Longo, Esq. for professional services as a conflicts attorney not to exceed \$40,000.00.
- 8.10 Shannon Rossman- Approve Agreement with SEDA-COG Council of Governments to provide professional grant administration for the Economic Disaster Relief Grant in the amount of \$88,200.00.
- 8.11 Shannon Rossman- Shannon Rossman- Approve Amendment to Zoning Ordinance 2020-01, Hunting Preserve Use.
- 8.12 Sal Vitko- Approve 2020 Liquid Fuels Fund Municipal Allocation as outlined in Attachment in the amount of \$153,800.00.
- 8.13 Jason Yorks- Approve Quote with Thermo Fisher Scientific for the repair/upgrade of the radiation detection portals at the Landfill and Transfer Station in the amount of \$63,256.00.
- 8.14 Jason Yorks- Net increase of Change Order is \$38,134 -Total Project Cost \$5,508,162.00.
- 8.15 Scott Williams- Approve MOUs for with the following municipalities for the Local Bridge Bundling Project: Eldred Township, Muncy Township, Limestone Township, Loyalsock Township, Wolf Township, Borough of Jersey Shore, Mifflin Township, Gamble Township, Franklin Township, Borough of Montgomery, Susquehanna Township, Lewis Township, Penn Township, Hepburn Township, Moreland Township, Washington Township, and Fairfield Township in the amounts of:
- |                      |                      |                         |             |
|----------------------|----------------------|-------------------------|-------------|
| Eldred Township      | Township (\$300,000) | Muncy Township          | (\$330,00)  |
| Limestone Township   | (\$318,000)          | Loyalsock Township      | (\$466,000) |
| Wolf Township        | (\$183,000)          | Borough of Jersey Shore | (\$445,000) |
| Mifflin Township     | (\$466,000)          | Gamble Township         | (\$735,000) |
| Franklin Township    | (\$339,000)          | Borough of Montgomery   | (\$265,000) |
| Susquehanna Township | (\$360,000)          | Lewis Township          | (\$551,000) |
| Penn Township        | (\$402,000)          | Hepburn Township        | (\$420,000) |
| Moreland Township    | (\$221,000)          | Washington Township     | (\$826,000) |
| Fairfield Township   | (\$265,000)          |                         |             |

- 8.16 Scott Williams- Award RFP for Bridge Bundling Project to Bassett Engineering in the amount of \$747,345.46.
- 8.17 Scott Williams- Approve Agreement with PA Department of Transportation Change Order 3 to perform services in the field of transportation and planning and programming as defined in the Williamsport Area Transportation Study (WATS) Metropolitan Planning Organization (MPO) 2020-2022 Unified Planning Work Program in the amount of \$576,940.00.
- 8.18 Ed Robbins- Agreement with Community Solutions, Inc. to provide Multisystematic Therapy for the Juvenile Probation Office in the amount of \$69.01 per day.
- 8.19 Ed Robbins- Amendment to the Agreement with Crossroads Counseling, Inc. to add Psychological evaluation/assessment services to the scope of work in the amount of \$500.00.
- 8.20 Ed Robbins- Amendment to the Agreement with Perseus House, Inc. for child Welfare services with juvenile probation to extend the termination date to June 30, 2021, with no increases in service rates.

***Recess Commissioners' Public Meeting***

**9.0 BOARD OF ASSESSMENT REVISIONS**

- 9.1 Brooke Wright – Approve the real estate refunds and exemptions as follows:
- 9.1.1 Real Estate Refunds:  
59-354-111 – Clarence & Nancy McHenry - \$308.88

***Reconvene Commissioners' Public Meeting***

**10.0 Commissioner Comment**

- 11.0 PUBLIC COMMENT** 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.

**12.0 NEXT SCHEDULED MEETING**

The next public meeting will be held on Thursday, June 11, 2020, at 10:00 A.M. in the Commissioner's Briefing Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

**13.0 ADJOURN THE COMMISSIONERS' PUBLIC MEETING**