

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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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
THURSDAY, AUGUST 18, 2022
10:00 A.M.**

**Present In-Person: Commissioner Metzger, Commissioner Mirabito, Commissioner Mussare
Director Matthew McDermott and J. David Smith, Solicitor via telephone.**

ADDITIONS/CHANGES TO AGENDA NOT PREVIOUSLY POSTED

- Revise Personnel Action – Prison: Sarah Delp from 80 hours per pay period to 75 hours per pay period.

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0

- 1.1 Opening Prayer
- 1.2 Pledge of Allegiance
- 1.3 Convene Commissioners' Public Meeting
- 1.4 Approve the Minutes of the Previous Meeting

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0

- 1.5 Public Comment on Agenda Items Only

2.0 BID OPENINGS

2.1 Nicki Gottschall– Open the following bid:

- Automatic Tarp Laying Machines
Tarpomatic, Inc. 8/12/2022 9:03 AM

3.0 REPORTS

3.1 Brandy Clemens – Vote to your ratification are the invoices due through 08/24/2022 that were paid on 08/17/2022 in the amount of \$1,271,790.57

4.0 PERSONNEL ACTIONS

4.1 Jessica Segraves – Approve the following Personnel Actions:

- Prison: Sarah Delp, Bail Release Officer, Full-Time Replacement, Paygrade 9, \$22.39 per hour, 80 hours per pay period, Anticipated Start Date 8/29/2022.
- District Attorney: Detective, Part-Time Replacement, Rate per Contract, \$23.66 per hour, Not to exceed 1,000 hours annually, Anticipated Start Date 8/21/2022.

- Pre-Release Center: Jennifer Mills, Resident Supervisor (Female), Full-Time Replacement, Paygrade 6, \$17.18 per hour, 80 hours per pay period, Anticipated Start Date 8/29/2022.
- Facilities Management: Brian Moser, Custodial Worker, Full-Time Replacement, Paygrade 2, \$12.21 per hour, 75 hours per pay period, Anticipated Start Date 8/29/2022.

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0

Recess Commissioners' Public Meeting for the Salary Board

5.0 SALARY BOARD

5.1 Convene Salary Board.

5.2 Jessica Segraves –Vote to approve the following salary board actions:

- Prison: Requesting ratification of the decision to provide market rate adjustments for the Prison Lieutenants, Sergeants and Supervisor. All employees in this position will receive a \$1.90 pay adjustment and the starting salary for the positions are increased by \$1.90. This change is retroactive to June 1, 2022.
- Planning: Change Hazard Reduction Planner from Paygrade 8 to Paygrade 9.
- Consolidated Services: Add Consolidated Services Specialist PT position Paygrade 4, not to exceed 1,000 hours annually.

Mrs. Gottschall moved to approve. Mr. Mirabito 2nd the motion. Approved 4-0
Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

6.0 TDA ACTIONS

6.1 Jessica Segraves – Vote to approve the following TDA actions:

- Prison: Requesting ratification of the decision to provide market rate adjustments for the Prison Lieutenants, Sergeants and Supervisor. All employees in this position will receive a \$1.90 pay adjustment and the starting salary for the positions are increased by \$1.90. This change is retroactive to June 1, 2022.
- Planning: Change Hazard Reduction Planner from Paygrade 8 to Paygrade 9.
- Consolidated Services: Add Consolidated Services Specialist PT position Paygrade 4, not to exceed 1,000 hours annually.

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0

7.0 ACTION ITEMS

7.1 Brandy Clemens – Vote to approve Engagement Letter with Baker Tilly (2022 budgeted item).

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0

7.2 Jessica Seagraves – Vote to approve revisions to Policy 314: Donated Day Benefit.

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0

7.3 Kristin McLaughlin – Vote to approve Subrecipient Agreement with Franklin Township (2020 CDBG).

7.4 Kristin McLaughlin – Vote to approve Subrecipient Agreement with South Williamsport Borough (2021 CDBG).

7.5 Kristin McLaughlin – Vote to approve Budget Revision Certification to FFY 2020 CV Community Development Block Grant program (2020 CDBG-CV).

7.6 Kristin McLaughlin – Vote to approve Budget Revision Certification with (2021 CDBG).

Mr. Mirabito moved to approve 7.3 - 7.6 Mr. Mussare 2nd the motion. Approved 3-0

7.7 Forrest Lehman – Vote to approve Election Integrity Grant Program Contract with the Department of Community and Economic Development.

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0

7.8 Adrienne Stahl – (via telephone)Vote to approve Agreement with Trisha Hoover Jasper, Esquire (2022 budgeted item).

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0

7.9 Dave Goodwin – Vote to approve JCJC Grant-In-Aide (2022 budgeted item).

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0

7.10 Sal Vitko – (via telephone) Vote to award Bid for Epoxy Overlay Project for County Bridge 101 to Mar- Allen Concrete Products, Inc. (County Liquid Fuels).

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0

7.11 Sal Vitko – (via telephone) Vote to approve Application to Encumber Liquid Fuel Tax funds for County Bridge 107 (County Liquid Fuels).

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0

7.12 Alison Herman – Vote to approve Subrecipient Agreement with Pheasants Forever (CAP grant).

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0

7.13 Ken George – Vote to approve Price Quote with Cooper Electric (2022 budgeted item).

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0

8.0 COMMISSIONER COMMENT

Mr. Mirabito spoke of the Conservation District Picnic and noted they had a good community turn out.

9.0 GENERAL 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.

Thomas Adams/Williamsport: Topics- Act 88 Grant, Poll Watching, Appreciative of work Commissioners do.

10.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on **Thursday, August 25, 2022, at 10:00 A.M.** in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

To View This Meeting Go To:

<https://www.youtube.com/watch?v=vdWsbsqt3Os>