

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*

---

Telephone (570) 320-2124  
Fax (570) 320-2127

COUNTY of LYCOMING  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

---

www.lyco.org  
county.commissioners@lyco.org

**Minutes of the Meeting of  
June 30, 2016  
Board Room, Executive Plaza  
Pine Street, Williamsport**

Commissioner McKernan - Present  
Commissioner Mussare - Absent  
Commissioner Mirabito - Present

Assistant Solicitor Wiley - 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. McKernan and passed (2-0), 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 AWARD CONTRACT FOR BREAD PRODUCTS. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), awarded contract for bread products to Bimbo Bakeries USA Inc.
- 2.2 AWARD CONTRACTS FOR FOOD PRODUCTS. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), awarded contract for food products to Benjamin Foods LLC, Feeser's, Inc., Keyco Dist. Inc and Sysco Central PA on a per item as needed basis.
- 2.3 AWARD CONTRACT FOR INMATE DETENTION SUPPLIES. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), awarded contract for inmate detention clothing and supplies

to Bob Barker Co, Charm Tex and O.D. Taragin & Bros LLC on a per item as needed basis.

- 2.4 APPROVE DISBURSEMENT TO HOMES IN NEED PROGRAM. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved final disbursement of \$50,000 for the Homes in Need Program in accordance with Act 137 agreement with STEP.
- 2.5 APPROVE MINOR PERMIT MODIFICATION. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved solid waste Minor Permit Modification to PA DEP.
- 2.6 APPROVE PURCHASE FROM CLARK EQUIPMENT. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved purchase from Clark Equipment Company d/b/a Bobcat Company for 2-New 2016 Bobcat Brushcat 72-inch rotary cutter attachments with the trade-in of 3-used Bobcat skid steer loader attachments in the amount of \$10,285.80.
- 2.7 APPROVE COMPLIANCE HISTORY. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved Compliance History to DEP for the Annual Report and Permit Modification for RMS.
- 2.8 APPROVE RECYCLING GRANT RECEIPT. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved PA DEP 902 recycling grant receipt in the amount of \$249,945.
- 2.9 APPROVE RENEWAL CONTRACT FOR FULL COURT. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved renewal contract for Full Court in the amount of \$11,000.
- 2.10 APPROVE INVOICE FROM DATAWISE. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved invoice from Datawise in the amount of \$6,750.
- 2.11 APPROVE TDA CHANGES. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved the following TDA changes - District Attorney - addition of one part time county detective position and eliminate one full time county detective position; and in RMS - change transfer station operator to truck driver..
- 2.12 APPROVE HUMAN RESOURCES REPORT. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved Human Resources report through June 30, 2016.

2.13 APPROVE PERSONNEL ACTIONS. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), approved the following personnel actions:

- DPS - Paula R. Young as full time replacement Clerk III - Pay grade 4 - \$14.939588/hour effective 7/3/16.
- Collections - Cleo F. Hunt as full time replacement Clerk III - Pay grade 4 - \$14.004/hour effective 7/3/16.
- RMS - promotion of Edward C. March as full time Transfer Station Supervisor - Pay grade 7 - \$19.47/hour effective 7/3/16.
- District Attorney - reclassification of Michael A. Simpler as part time Assistant County Detective - union - \$20.92/hour effective 7/3/16 not to exceed 1,000 hours annually.
- District Attorney - NEU - full time replacement assistant county detective - union - \$18.305/hour effective 7/3/16.

***Mr. McKernan recessed the Commissioners' Meeting at 10:24 a.m.***

### **3.0 SALARY BOARD**

3.1 CONVENE SALARY BOARD. Deputy Controller Collins was present.

3.2 APPROVE UPDATE TO SALARY SCHEDULE - A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (3-0), approved update to the salary schedule.

3.3 ADJOURN SALARY BOARD. A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (3-0), adjourned the Salary Board at 10:25 a.m.

***Mr. McKernan reconvened the Commissioners' Meeting at 10:25 a.m.***

### **5.0 REPORTS / INFORMATION ITEMS.**

5.1 Michael Hnatin announced that LCRMS is submitting its Annual Report to DEP that covers both the transfer station and the landfill.

5.2 Mr. McKernan talked about the discussion the Commissioners had with Secretary of Drug and Alcohol, Gary Tennis regarding the Heroin problem. Lycoming County is being proactive. More discussion on this is needed and wanted.

**6.0 PUBLIC COMMENT.** Mr. McKernan opened the floor to public comment and none were received.

**7.0 NEXT REGULARLY SCHEDULED MEETING.** Mr. McKernan announced the next regularly scheduled meeting as a work session on Tuesday, July 5, 2016.

**8.0 ADJOURN COMMISSIONERS' MEETING.** A motion by Mr. Mirabito and seconded by Mr. McKernan and passed (2-0), adjourned the Commissioners' Meeting at 10:30 a.m.