

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
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**Minutes of the Meeting of
September 26, 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 10:03 a.m.

1.2 APPROVE THE MINUTES OF THE PREVIOUS MEETINGS. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), 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 APPROVE UPDATE LYCOMING COUNTY POLICY 512- TOOL ALLOWANCE. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved the change to have employees forward their tool allowance reimbursement forms to the Accounts Payable Division of the Controller's Office.

2.2 APPROVE FOLLOWING PERSONNEL ACTIONS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved. Approve Following Personnel Actions:

Courts- Dominique J. Gardner – as part time replacement Clerk III – Pay grade 4 - \$12.96 per hour per effective 9/30/19 not to exceed 1000 hours annually.
Sheriff – Candace Dawes – as a full time promotion/replacement Clerk IV – Pay grade 5 - \$ 20.29 per hour effective 10/6/19.

September 26, 2019

DPS-Communications – Igasha D. Brown – as a fully qualified full time reclassification Telecommunicator I W/E – Pay grade 7 – \$18.08 per hour effective 9/22/19.

2.3 APPROVE PURCHASE AGREEMENT WITH MEYER/HITE ELECTRIC.

A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved in the amount of \$14,548.35.

3.0 SALARY BOARD

4.0 BOARD of ASSESSMENT REVISION

5.0 REPORTS / INFORMATION ITEMS.

5.1 Commissioners – 2018 Winner 37th Annual Road/Bridge Safety Improvement Program – Lycoming County Bridge No. 106

Jason Wagner, Managing Director of the Pennsylvania Highway Information Association (PHIA) came to present the 2018 – 37th Annual Road/Bridge Safety Improvement Program to Lycoming County for the Marsh Hill/ Bridge No. 106 project. PHIA is a 53 year old organization dedicated to informing the public about the importance of a fully funded transportation system.

Sandy Tosca, 3-0 District Engineer provided an excellent overview of the project from start to finish, and explained how the deficient bridge affected the McIntyre Township, and neighboring areas. Mark Murawski explained how all of it began with a simple phone after a bridge inspection stating the negative results would require the bridge lower the weight limits to no more than 5 tons, (Fuel trucks, school buses were limited) causing safety concerns for all of the residents. Due to the location of the bridge, a 7 mile detour and crossing another deficient bridge would be required. To address the project goals of increasing safety and turning movements at the site while maintaining access to the residents and campground on the east side of the project, close coordination was required between Lycoming County, McIntyre Township, Penn DOT, The PA Dept. of Environmental Protection (DEP), local community, Shesequin Campground, The Pennsylvania Historical and Museum Commission (PHMC) and the Federal Highway Administration worked together to get the project completed in a safe and timely manner. No complaints from the community. Mark Murawski commended legislators for acting on and providing the initial funds to repair this bridge and others like it, an important investment into this bridge was made before the ACT 18 and the Small Bridge Fund monies came in. We compete with 67 other Counties. To get this award, we have gotten it several times, shows that we are a leader. We are looking at the small bridge program; we found out that there are 6,000 bridges fewer than 20 feet owned by municipalities in the State that don't get a regular inspection because they are not required by the Feds. The Small Bridge Fund helps municipalities repair their bridges. We are the only county in Pennsylvania that does a systematic Federal caliber inspection of our structures and have learned a lot about them, the information is in the Penn DOT database. I am the Chairman on the Statewide Transportation Advisory Committee, and we are about to launch a statewide assessment of these smaller local bridges to come up with an action plan based on PennDOT, municipal Official

relationships and state leadership. We as a County can have great infrastructure, but if our surrounding areas don't have great infrastructure we won't be able to get our needed goods and supplies in. Implementing this on a state level will allow us to address the 6,000 bridges and infrastructure, in a systematic way. I commend this Board of Commissioners and the Boards before them, who did the right thing by investing in our infrastructure. I appreciate your support as I support these statewide initiatives that benefit both Lycoming County and Pennsylvania statewide. John Lavelle is doing a great job.

Mr. McKernan- The leadership in your department is well known throughout the County and State. Mark, we appreciate the work you have done. The bar has been set very high. John, I hope you have been taking lots of good notes.

Mr. Mussare – If I can add, ever since becoming a Commissioner, I have realized the importance of the Department Heads and the quality of people that work in the County and their relationships with outside agencies, like PennDOT. What I find amazing, is how well we work together. Sandy Tosca, you are friend of Lycoming County. You always have your mind open. You give us great suggestions. Sometimes, we have to put it in the hands of the experts. We know that you are the experts, so I want to thank you for the service you provide for our County.

Mr. Mirabito – Thank you on behalf of the Commissioners. What we as a board should be most proud of is that we passed the Small Bridge Improvement program and the \$5 fee. I was paying my fee the other day and I thought what a great investment it was to leveraging that money to fix those bridges. And of course, You, Mark and everyone in the Planning department pushed it along. What we are doing is improving the infrastructure for decades to come and it also takes an incredible amount of pressure off the elected municipal officials and their budgets. It is challenging for the local municipalities to come up with \$400K to fix a bridge, although there was some push back, it is much easier to pay a \$5 fee and we have also saved on engineering costs. Thank you, PennDOT for helping with this program.

6.0 COMMISSIONER COMMENT. None

7.0 PUBLIC COMMENT. Mr. McKernan opened the floor to public comment and the following were received:

Mr. Richard Kelley - Announced that the 2019 Lycoming County Veterans' Day Parade will be held in Montoursville, PA this year and welcomed everyone to attend and participate. They are still looking for volunteers to hand out t-shirts and parade programs.

8.0 NEXT REGULARLY SCHEDULED MEETING. Mr. McKernan announced the next regularly scheduled meeting as a work session on Tuesday, October 1, 2019. The next public meeting will be held on Thursday, October 3, 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 10:32 a.m.

Approved: September XX, 2019

Approved by: Commissioners

TOOL ALLOWANCE

GENERAL

Effective January 1, 2014, a tool allowance may be granted to regular full-time employees who are in jobs which require the incumbent to possess an inventory of hand, power and air tools, with a suitable locking tool box within the policy guidelines stated below. Covered jobs include Full-time Mechanic and Fueler Mechanic. The Director of Human Resources is authorized to make additions to the list of covered jobs following consultation with the appropriate department head.

The County recognizes the personal investment that its mechanics have made towards required tools to perform their job on county vehicles and equipment efficiently and effectively.

ADMINISTRATION

Tools will be stored in a suitable locking cabinet/box and the employee maintains the key.

The eligible employee must submit a comprehensive list of tools and storage equipment used on County property annually to the Support Services Manager. The manager shall be responsible for monitoring on an ongoing basis the eligible employee's purchases.

For purposes of safety and longevity, tools shall be of a brand name or quality used by the industry. (Snap-on, MAC, Matco, Craftsman)

Eligible employees who are authorized to have tools stored on County property will be covered against loss or theft as long as the County has the required inventory list on record. It is to the eligible employees benefit to keep their inventory up-to-date. In order for a theft claim to be considered there must be evidence of forced entry into a locked tool box.

Any tool needed beyond the employee's standard inventory will be purchased by the County and stored in a common location and will be the property of the County.

The County shall be responsible for the maintenance and repairs of all air tools owned by the employees used on County property and listed on the employee's inventory.

Approved: September XX, 2019

Approved by: Commissioners

TOOL ALLOWANCE

Eligibility

Full-time employees who are performing their regular job responsibilities in covered jobs and who maintain on-site in good repair an inventory of sufficient quality, number, and variety to perform the required work in an efficient and effective manner are eligible for the allowance.

Regular part-time and temporary employees are not eligible for a tool allowance.

Payment of tool allowance

The tool allowance accrues at \$100/ month for a maximum of \$1,200 per calendar year, which is from January to December.

The maximum may be drawn at any time throughout the year to meet the needs of the employee.

In the event that the employee has been prepaid for any months not worked and terminates, a pro-rated reimbursement of the allowance will be required to be returned to the County. Payment may be made with cash, certified check or money order payable to County of Lycoming. Reimbursement to the County must be paid in full at time of termination or it will be deducted from last pay.

Eligible employees shall complete a tool allowance reimbursement form and submit within ninety (90) days of purchase date. Expenses must be substantiated with original receipts and these must be attached to the Tool Allowance Reimbursement Form, along with a coding slip. This form must be signed by the eligible employee and an authorized supervisor. The completed form along with the original receipts must be forwarded to the Accounts Payable Division of the Controller's Office.

Unused tool allowance balances shall not be carried over from the previous year.

According to IRS Section 1.62-2 paragraphs (d),(e) and (f), this plan is considered an "Accountable Plan" It meets the requirements of business connection, substantiation and returning amounts in excess of substantiated expenses. Therefore all amounts paid under this arrangement are tax-free to the employee and are not subject to withholding or payroll taxes.

Approved: September XX, 2019

Approved by: Commissioners

TOOL ALLOWANCE

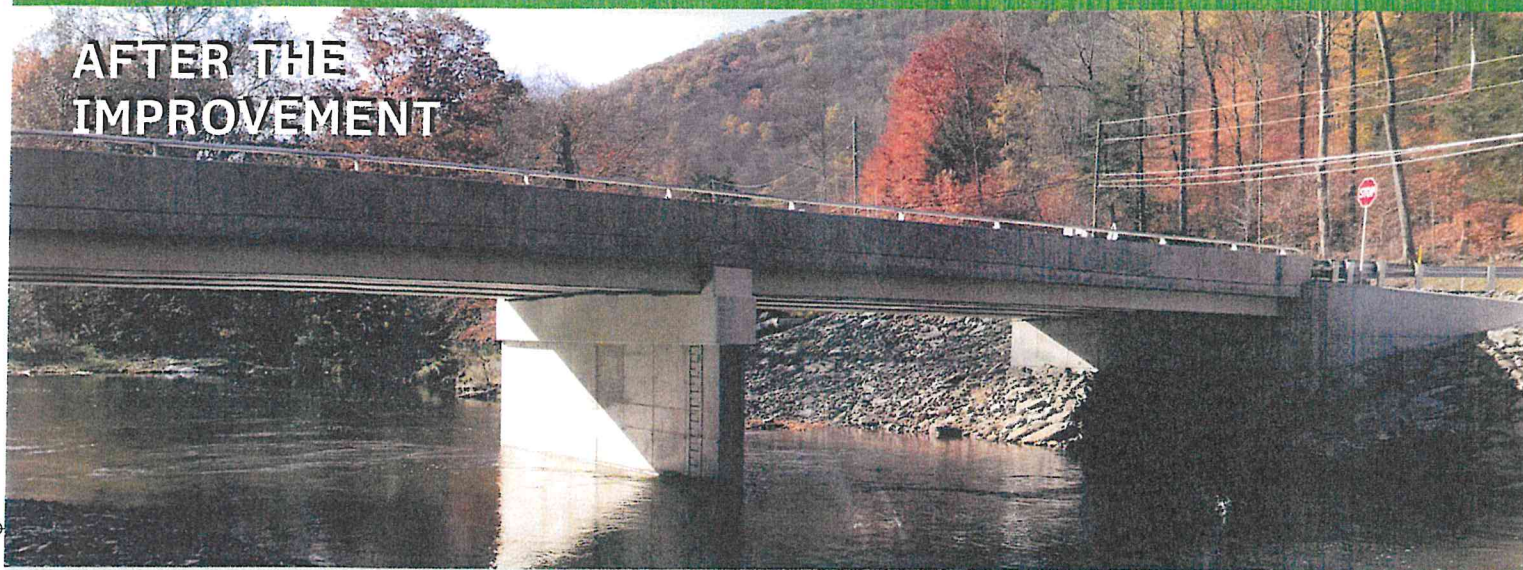
Additionally, IRS Section 1.62-2(k) paragraph states if there is evidence of a pattern of abuse all payments made under the arrangement will be treated as made under a non-accountable plan and would then become taxable and would be subject to withholding or payroll taxes.

37th Annual Road/Bridge Safety Improvement Program

**LYCOMING COUNTY BRIDGE NO. 106
MCINTYRE TOWNSHIP
LYCOMING COUNTY, PA**

**2018
Winner**

**AFTER THE
IMPROVEMENT**



The existing bridge was deemed structurally deficient and at its current location was prone to flooding of the adjacent areas on the fast-rising waters of the Lycoming Creek. When another stone arch bridge nearby was washed out in 2015 this bridge became the only useable access for residents.

The new structure was built 50 feet upstream from the original bridge allowed for a 20 percent increase in the waterway opening, lowering the flood elevations in the area. Also, by moving the location of the new bridge it eliminated the need for a detour as the traffic utilized the existing crossing while the construction of the new bridge moved forward. For safety the design widened the bridge and tied the sub and super structure of the bridge together using an anchored dowel design as a 500-year flood event might overtop the new bridge. The bridge was widened from 20 feet 2 inches to 32 feet of useable travel surface which will accommodate large campers, provide easier access to the nearby campground, and maintain two-way traffic on the bridge.

A parking area for fishermen, kayakers and other users of the creek and 50 live stake trees which will help to stabilize Lycoming Creeks banks were incorporated into the plan.

To address the project goal of increasing safety and turning movements at the site while maintaining access to the residents and campground on the east side of the project, close coordination was required between Lycoming County, McIntyre Township, PennDOT, the Pennsylvania Department of Environmental Protection (DEP), local community, Sheshequin Campground, the Pennsylvania Historical and Museum Commission (PHMC), and the Federal Highway Administration (FHWA) to achieve the overall project goals. Although Lycoming County is the owner of the bridge, PennDOT approved all aspects of the project because the project was funded by federal and state funds, with Lycoming County responsible for a smaller portion.

Local property owners, campground owners, township supervisors and the county officials were invited to on-site meetings to address any of their concerns. DEP was involved to ensure that all environmental issues were being addressed and that the proposed structure improved or maintained the hydraulic conditions.



BEFORE THE IMPROVEMENT

CCAP
COUNTY COMMISSIONERS
Association of Pennsylvania

phia
PENNSYLVANIA HIGHWAY
INFORMATION ASSOCIATION

pennsylvania
DEPARTMENT OF TRANSPORTATION