

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*

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COUNTY of LYCOMING  
48 WEST THIRD STREET  
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**Minutes of the Meeting of  
October 17, 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 10:02 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 AMENDMENT #6 WSP USA CORPORATION. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved in the amount of \$7,925.

2.2 APPROVE TDA CHANGES . A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved.

Maintenance – Remove one (1) Custodial Worker Position.

Maintenance – Reorganization of Custodial Staff  
One (1) Custodial Worker/Lysock Position change to Pay grade 3  
from Pay grade 2.

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Ten (10) Custodial Worker Positions change to Pay grade 2 from Pay grade 1.

District Attorney- Remove One (1) temporary Law Clerk – Pay grade 8.

2.3 APPROVE THE FOLLOWING REORGANIZATION OF PERSONNEL IN THE MAINTENANCE DEPARTMENT. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.

- Regina D. Rooker – as a full time Custodial Supervisor – Pay Grade 06 – \$18.71 per hour effective 10/20/19.
- Clemente Medo – as full time reclassification to Custodial Worker – Lysock – Pay grade 3 - \$16.11 per hour effective 10/20/19.
- Erica Berkheiser – as full time reclassification to Custodial Worker – Pay grade 2 - \$11.79 per hour effective 10/20/19.
- Ernest L. Butler – as a full time reclassification to Custodial Worker – Pay grade 2 - \$15.18 per hour effective 10/20/19.
- Nakisha J. Cramer – as a full time reclassification Custodial Worker – Pay grade 2 - \$12.22 per hour effective 10/20/19.
- Diane M. Day – as a full time reclassification Custodial Worker – Pay grade 2 - \$14.03 per hour effective 10/20/19.
- Katje Frye – as full time reclassification Custodial Worker – Pay grade 2 - \$12.97 per hour effective 10/20/19.
- Sergey A. Kulikov – as full time reclassification Custodial Worker – Pay grade 2 - \$12.35 per hour effective 10/20/19.
- Keith Mothersbaugh – as full time reclassification Custodial Worker – Pay grade 2 - \$12.72 per hour effective 10/20/19.
- Donald L. Webb – as full time reclassification Custodial Worker – Pay grade 2 - \$12.35 per hour effective 10/20/19.
- Charles Young – as a full time reclassification Custodial Worker – Pay grade 2 – \$12.35 per hour effective 10/20/19.
- John Zay – as a full time reclassification Custodial Worker – Pay grade 2 – \$11.92 per hour effective 10/20/19.

2.3A APPROVE FOLLOWING PERSONNEL ACTIONS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.

- District Attorney – DUI Center – Gregory F. Drollinger – as a part time replacement Special Detective – Pay grade DET - \$15.64 per hour effective 10/21/19 not to exceed 1000 hours annually.
- District Attorney – DUI Center – Peter J. DiBartolomeo – as part time replacement Special Detective – Pay grade DET - \$15.64 per hour effective 10/21/19 not to exceed 1000 hours annually.
- District Attorney – DUI Center – Geril E. Schoonmaker – as part time replacement Special Detective – Pay grade DET - \$15.64 per hour effective 10/21/19 not to exceed 1000 hours annually.

- District Attorney – DUI Center – Steven Bowman Jr. – as part time replacement Special Detective – Pay grade DET - \$15.64 per hour effective 10/21/19 not to exceed 1000 hours annually.
- Prison – Autumn Sweeting – as a full time replacement Correctional Officer Relief – Pay grade CO1 - \$16.81 per hour effective 10/21/19.
- Courts – Julie A. Ault – as a full time replacement Clerk III – Pay grade 4 - \$14.300843 per hour effective 10/20/19.
- Pre-Release – William Porter – from a part time to a full time Resident Supervisor – Pay grade 5 - \$15.22 per hour effective 10/20/19.
- District Attorney – Devin Walker – as a full time replacement Assistant Attorney – ADA- \$53,022.72 annually effective 10/20/19.

2.4 APPROVE RESOLUTION 2019–15. A motion by Mr. Mirabito and seconded by Mr. Mussare and passed (3-0), approved the authorizing of an H20 Pennsylvania grant application to the Commonwealth Financing Authority in an amount not to exceed \$1,100,000.00.

2.6 APPROVE CORONER’S OFFICE FEE SCHEDULE . A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.

2.7 APPROVE THE FOLLOWING CHILD WELFARE SERVICES CONTRACTS. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved for the period July 1, 2019 through June 30, 2020 with:

- **George Junior Republic in Pa,** for emergency shelter and residential care services at per diems ranging from **\$75.59/day to \$312.35/day.**
- **KidsPeace National Centers, Inc.** for foster care and residential care services at per diems ranging from **\$57.42/day to \$349.93/day.**
- **Families United Network, Inc.** for foster care and residential care services at per diems ranging from **\$27.82/day to \$202.01/day.**
- **Geisinger Clinic for the Child Advocacy Center of the Central Susquehanna Valley** to provide forensic child abuse interviews at the rate of **\$100/interview.**
- **West Branch Drug and Alcohol Abuse Commission** for the provision of the Strengthening Families Program services not to exceed **\$25,000.**
- **Susquehanna Valley CASA – Voices for Children** for the provision of child advocate services to dependent children not to exceed **\$30,000.** **Susquehanna Home Care and Hospice** for the provision of Nurse Family Partnership Program services not to exceed **\$75,000.**
- **Lycoming-Clinton Counties Commission for Community Action (STEP, Inc.)** for the provision of Family Navigation services (\$46,500), Youth Workforce Development/Employment (YES) services (\$200,000) and STEPPing Stones program services (\$6,500) not to exceed **\$253,000.**

2.8 APPROVE THE FOLLOWING HUMAN SERVICES DEVELOPMENT FUND

(HSDF). A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved contracts for the period July 1, 2019 through June 30, 2020.

- **American Rescue Workers** for emergency shelter services in the amount of **\$12,500**.
- **YWCA, Liberty House** for emergency shelter services in the amount of **\$12,500**.
- **Firetree Place** for life skills educational services in the amount of **\$25,000**.

Solicitor David stated it was not necessary for Mr. Mirabito to abstain from voting on 2.8 due to his presence on the Firetree Place Board. As a volunteer board member, Mr. Mirabito is not required to abstain from the boat.

***Mr. McKernan recessed the Commissioners' Meeting at 10:47 a.m.***

**3.0 SALARY BOARD**

3.1 CONVENE SALARY BOARD. Mr. McKernan convened the Salary Board at 10:47 a.m.

3.2 APPROVE. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.

3.3 APPROVE. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.

3.4 ADJOURN SALARY BOARD. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), adjourned the Salary Board at 11:03 a.m.

**4.0 BOARD of ASSESSMENT REVISION**

4.1 CONVENE BOARD OF ASSESSMENT REVISION. Mr. McKernan convened the Board of Assessment Revision at 11:01 a.m.

4.2 APPROVE. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), approved.

4.3 ADJOURN BOARD OF ASSESSMENT REVISION. A motion by Mr. Mussare and seconded by Mr. Mirabito and passed (3-0), adjourned the Board of Assessment Revision at 11:03 a.m.

***Mr. McKernan reconvened the Commissioners' Meeting at 10:13 a.m.***

**5.0 REPORTS / INFORMATION ITEMS.**

5.1

5.2

**6.0 COMMISSIONER COMMENT.**

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

**8.0 NEXT REGULARLY SCHEDULED MEETING.** Mr. McKernan announced the next regularly scheduled meeting as a work session on Tuesday, October 10, 2019.

**9.0 ADJOURN COMMISSIONERS' MEETING.** Mr. McKernan adjourned the Commissioners' Meeting at 10:32 a.m.

2.1 Approve TDA Changes – effective 10/20/19. (Roxanne Grieco)

Maintenance – Remove one (1) Custodial Worker Position.

Maintenance – Reorganization of Custodial Staff

One (1) Custodial Worker/Lysock Position change to Pay grade 3 from Pay grade 2.

Ten (10) Custodial Worker Positions change to Pay grade 2 from Pay grade 1.

District Attorney- Remove One (1) temporary Law Clerk – Pay grade 8.

2.2 Approve the following reorganization of personnel in the maintenance department : (Roxanne Grieco)

- Regina D. Rooker – as a full time Custodial Supervisor – Pay Grade 06 – \$18.71 per hour effective 10/20/19.
- Clemente Medo – as full time reclassification to Custodial Worker – Lysock – Pay grade 3 - \$16.11 per hour effective 10/20/19.
- Erica Berkheiser – as full time reclassification to Custodial Worker – Pay grade 2 - \$11.79 per hour effective 10/20/19.
- Ernest L. Butler – as a full time reclassification to Custodial Worker – Pay grade 2 - \$15.18 per hour effective 10/20/19.
- Nakisha J. Cramer – as a full time reclassification Custodial Worker – Pay grade 2 - \$12.22 per hour effective 10/20/19.

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- Diane M. Day – as a full time reclassification Custodial Worker – Pay grade 2 - \$14.03 per hour effective 10/20/19.
- Katje Frye – as full time reclassification Custodial Worker – Pay grade 2 - \$12.97 per hour effective 10/20/19.
- Sergey A. Kulikov – as full time reclassification Custodial Worker – Pay grade 2 - \$12.35 per hour effective 10/20/19.
- Keith Mothersbaugh – as full time reclassification Custodial Worker – Pay grade 2 - \$12.72 per hour effective 10/20/19.
- Donald L. Webb – as full time reclassification Custodial Worker – Pay grade 2 - \$12.35 per hour effective 10/20/19.
- Charles Young – as a full time reclassification Custodial Worker – Pay grade 2 – \$12.35 per hour effective 10/20/19.
- John Zay – as a full time reclassification Custodial Worker – Pay grade 2 – \$11.92 per hour effective 10/20/19.

2.3 Approve following personnel actions: (Roxanne Grieco)

- District Attorney – DUI Center – Gregory F. Drollinger – as a part time replacement Special Detective – Pay grade DET - \$15.64 per hour effective 10/21/19 not to exceed 1000 hours annually.
- District Attorney – DUI Center – Peter J. DiBartolomeo – as part time replacement Special Detective – Pay grade DET - \$15.64 per hour effective 10/21/19 not to exceed 1000 hours annually.
- District Attorney – DUI Center – Geril E. Schoonmaker – as part time replacement Special Detective – Pay grade DET - \$15.64 per hour effective 10/21/19 not to exceed 1000 hours annually.
- District Attorney – DUI Center – Steven Bowman Jr. – as part time replacement Special Detective – Pay grade DET - \$15.64 per hour effective 10/21/19 not to exceed 1000 hours annually.
- Prison – Autumn Sweeting – as a full time replacement Correctional Officer Relief – Pay grade CO1 - \$16.81 per hour effective 10/21/19.
- Courts – Julie A. Ault – as a full time replacement Clerk III – Pay grade 4 - \$14.300843 per hour effective 10/20/19.
- Pre-Release – William Porter – from a part time to a full time Resident Supervisor – Pay grade 5 - \$15.22 per hour effective 10/20/19.
- District Attorney – Devin Walker – as a full time replacement Assistant Attorney – ADA- \$53,022.72 annually effective 10/20/19.

2.4 Approve Resolution 2019-15 - authorizing the submission of an H2O Pennsylvania grant application to the Commonwealth Financing Authority. (Fran McJunkin)

2.5 Approve amendment to sub recipient monitoring agreement with STEP, Inc. – 2018 PHARE Fund – Supportive Housing Program. (Austin Daily)

2.6 Approve Amendment #6 WSP USA Corporation in the amount of \$7,925. (Jason Yorks)

2.7 Approve Coroner’s Office Fee Schedule. (Chuck Kiessling)

2.8 Approve the following Child Welfare Services contracts for the period July 1, 2019 through June 30, 2020 with: (Mark Egly)

- **George Junior Republic in Pa**, for emergency shelter and residential care services at per diems ranging from **\$75.59/day to \$312.35/day**.
- **KidsPeace National Centers, Inc.** for foster care and residential care services at per diems ranging from **\$57.42/day to \$349.93/day**.
- **Families United Network, Inc.** for foster care and residential care services at per diems ranging from **\$27.82/day to \$202.01/day**.
- **Geisinger Clinic for the Child Advocacy Center of the Central Susquehanna Valley** to provide forensic child abuse interviews at the rate of **\$100/interview**.
- **West Branch Drug and Alcohol Abuse Commission** for the provision of the Strengthening Families Program services not to exceed **\$25,000**.
- **Susquehanna Valley CASA – Voices for Children** for the provision of child advocate services to dependent children not to exceed **\$30,000**. **Susquehanna Home Care and Hospice** for the provision of Nurse Family Partnership Program services not to exceed **\$75,000**.
- **Lycoming-Clinton Counties Commission for Community Action (STEP, Inc.)** for the provision of Family Navigation services (\$46,500), Youth Workforce Development/Employment (YES) services (\$200,000) and STEPping Stones program services (\$6,500) not to exceed **\$253,000**.

2.9 Approve the following Human Services Development Fund (HSDF) contracts for the period July 1, 2019 through June 30, 2020: (Mark Egly)

- **American Rescue Workers** for emergency shelter services in the amount of **\$12,500**.
- **YWCA, Liberty House** for emergency shelter services in the amount of **\$12,500**.
- **Firetree Place** for life skills educational services in the amount of **\$25,000**.

### *Recess Commissioners' Meeting*

## **3.0 SALARY BOARD**

3.1 Convene Salary Board

3.2 Update Salary Schedule Changes – effective 10/20/19. (Roxanne Grieco)

Maintenance – Remove one (1) Custodial Worker Position.

Maintenance – Reorganization of Custodial Staff

One (1) Custodial Worker/Lysock Position change to Pay grade 3 from Pay grade 2.

Ten (10) Custodial Worker Positions change to Pay grade 2 from Pay grade 1.

District Attorney- Remove One (1) temporary Law Clerk – Pay grade 8.

3.3 Adjourn Salary Board

***Reconvene Commissioners' Meeting***

**4.0 BOARD of ASSESSMENT REVISION**

**5.0 REPORTS/INFORMATION ITEMS**

5.1 Christine Weigle - Amended and Restated Guaranteed Water Revenue Note. Series of 2014. Max. Principal amount not to exceed \$3,725,000.

5.2 Commissioners – Award Service Pin

Jason Yorks – 10 years - Director of RMS