

Commissioners:

SCOTT L. METZGER
Chairman

TONY R. MUSSARE
Vice Chairman

RICHARD MIRABITO
Secretary

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



COUNTY of LYCOMING
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

MATTHEW A. McDERMOTT
*Director of Administration
and Chief Clerk*

J. DAVID SMITH
Solicitor

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

**LYCOMING COUNTY BOARD OF COMMISSIONERS
WORK SESSION MINUTES
TUESDAY December 1, 2020
10:00 A.M.**

Present:

**Commissioner Metzger
Commissioner Mussare
Commissioner Mirabito
Director McDermott
Solicitor Smith**

- 1.0 OPERATIONS- Prayer and Pledge of Allegiance led by Mr. Metzger.**
- 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 (Agenda Items Only) **None**

2.0 ACCOUNTS PAYABLE CASH REQUIREMENT

Nicki Gottschall – Approve the following cash requirement report(s):

- 2.1 Nicki Gottschall- Accounts Payable Cash Requirements Report through December 2, 2020 for payment November 25, 2020 in the amount of \$2,298,090.23. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 2.2 Nicki Gottschall- Accounts Payable Cash Requirements Report through December 9, 2020 for payment December 2, 2020 in the amount of \$540,335.37 **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**

3.0 PERSONNEL ACTIONS

Roxanne Grieco – Approve the following personnel action(s): **Mr. Mirabito moved to approve all Personnel actions. Mr. Mussare 2nd the motion. Approved 3-0.**

- 3.1 DPS-EMA – Carla S. Miller, Full-Time Replacement, Emergency Management Specialist Planning, Paygrade 8, \$56,690.88/Salary. Effective 12/13/20.
- 3.2 DPS-EMA- Becky J. Steppe, Part-Time Replacement, Clerk III, Paygrade 4, \$12.96/ Hourly- not to exceed 1000 hours annually. Effective 12/1/20.
- 3.3 DPS-Communications- Michael Holdren, Part-Time Replacement, Telecommunicator I, Paygrade 7, \$20.00/ Hourly- not to exceed 1000 hours annually. Effective 1/4/21.
- 3.4 Adult Probation- Erin L. Crist, Full-Time Reclassification, Administrative Case Officer, Paygrade 7, \$18.77/Hourly. Effective 11/29/20.
- 3.5 Adult Probation- Taryn Peters, Full-Time Replacement, Clerk III, Paygrade 4, \$13.95/Hourly. Effective 12/7/20.
- 3.6 Pre-Release-Joel A. Worthington, Full-Time Replacement/Promotion, Pre-Release Counselor, Paygrade 9, \$21.62/Hourly. Effective 12/13/20.

4.0 TDA ACTION

Roxanne Grieco – Approve update to the TDA Report: **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**

- 4.1 DPS:
 - Remove Part-Time DPS Special Projects position- paygrade 11.

Recess Commissioners' Public Meeting

5.0 SALARY BOARD ACTIONS

Roxanne Grieco – Approve update to the following salary schedule(s):

Ms. Rogers moved to approve. Mr. Mirabito 2nd the motion. Approved 4-0.

5.1 DPS: Remove Part-Time DPS Special Projects position- paygrade11.

5.2 Adjourn Salary Board Actions

Reconvene Commissioners' Public Meeting

6.0 REPORTS/INFORMATION ITEMS

6.1 Commissioners will adopt the 2021 Budget on Thursday.

7.0 ACTION ITEMS

- 7.1 Mya Toon - Vote on Amendment to PCCD Coronavirus Emergency Supplemental Relief Funding to reflect additional grant funds in the amount of \$39,146.00. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 7.2 Mya Toon - Vote on CDBG - CARES Grant Agreement with the Department of Community and Economic Development in the amount of \$290,198.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 7.3 Mya Toon - Vote on Amendment to Agreement with Willo Products Company Inc. to extend the contract term for an additional year or until December 31, 2021 in the amount of \$15,049.51 plus shipping. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 7.4 Mya Toon - Vote on Amendment to Agreement with M&M Asphalt Corp net increase of \$22,095.00. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 7.5 Mya Toon - Vote on the purchase of (4) command posts for Department of Public Safety from Motorola Solutions in the amount of \$106,422.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 7.6 Mya Toon – Vote on the purchase of (29) user radios for the Department of Public Safety from Motorola in the amount of \$124,543.85. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**

- 7.7 Mya Toon- Vote on agreement with Geisinger Clinic on behalf of itself and Dr. Pat Bruno. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 7.8 Jerry Kennedy - Vote on the Service Agreement with Mitel for the support of all County phone systems in the amount of \$11,120.70. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 7.9 Jerry Kennedy – Vote on Agreement with Contrast Communications for the implementation and maintenance of all County telecommunications networks on an as-needed basis for an additional year or until December 31, 2021. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 7.10 Jason Yorks -Vote on Agreement with Equipment Depot of Pennsylvania, Inc. for preventative and scheduled maintenance and repairs, emergency repairs and additional work tasks on the County's owned and/or rental equipment used by RMS in the amount of \$98.00/per hour. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 7.11 Jason Yorks - Vote on Change Order No. 6 with R&L Development Company. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 7.12 Lauren Strausser - Vote on Amendment to Agreement with Council Appliance to extend the term of the Agreement until December 31, 2022. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 7.13 Lauren Strausser - Vote on Amendment to Agreement with Mahantango Enterprises, Inc. to extend the term of the Agreement until December 31, 2021. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**
- 7.14 Jenny Picciano - Vote on Community Development Block Grant Program Grant Agreement with Department of Community and Economic Development in the amount of \$582,566.00. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 7.15 Matthew McDermott- Vote on finalized settlement agreement and release for the Landfill CAP settlement. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**
- 7.16 Tiffany Krajewski- Vote on Resolution 2020-39 for 2021 Lycoming County Zoning Ordinance provides for the assessment of fees. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**

7.17 Matthew McDermott- Vote on the Lycoming Housing Board members. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**

7.18 Shannon Rossman- Vote on the allocation of COVID-19 County Relief Block Grant funds to (40) Lycoming County businesses, including their Subrecipient agreements, as attached hereto, a total of which shall not exceed \$397,200 .00 The allocation of funds will be contingent upon meeting the grant and Subrecipient Agreement terms and conditions. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**

7.19 Matthew McDermott- Vote on PCCD grant award for Intermediate Punishment grant application. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.**

8.0 COMMISSIONER COMMENT

Mr. Metzger- Spoke in regards to open seats for the County Boards. Asks that you please contact the Commissioners' office if you are interested in applying. You can find the application on the County website.

In addition, Mr. Metzger said that Covid-19 numbers are increasing locally and across the nation. Please listen to the CDC/ We will hold a Press Conference soon. We need everyone's cooperation and a vaccine is coming soon.

Mr. Mirabito- wanted to recognize medical workers and the fact that they are willing to be a risk to help others. So, please everyone – let's do our part.

Mr. Mussare- wanted to thank everyone for their prayers for he and his family during their Covid-19 experience. It is very serious and critical that we all do our part to get the numbers down.

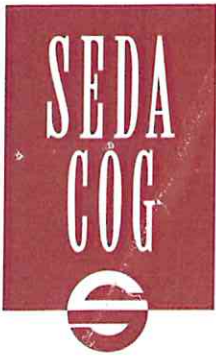
9.0 PUBLIC COMMENT- Larry Stoudt- Webb Weekly- What are the plans on what to do with the Purdue Pharma settlement? The Commissioners' were not aware of the settlement yet. But, said they would use for treatment, education and costs.

10.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday December 3, 2020, at 10:00 A.M. in the Commissioner's Briefing Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

****Please refer to video
recording of meeting for
more detailed information.**

[https://www.youtube.com/channel/UCSRDC
V2YEBfonPDRfPMnEuw/videos](https://www.youtube.com/channel/UCSRDCV2YEBfonPDRfPMnEuw/videos)



To: Mya Toon, Chief Procurement Officer
Heather Lehman, 2nd Deputy Controller/General Accountant

From: Kristen E. Moyer, Director, Community Relations *Kristen E. Moyer*

Date: November 30, 2020

Re: Lycoming County CRBG Expenditures for Small Businesses - CORRECTION MEMO

SEDA-COG and the Lycoming County Department of Planning and Community Development staff have completed their review of 40 additional allocations for small businesses that applied for CRBG funding. The total amount of allocations is \$328,959 and checks should be issued as follows:

Action Towing	\$ 14,750.00
Alyssa R. Fortin (The Robin's Nest Collectibles, LLC)	\$ 2,500.00
Ann Reiner (On the Pulse, LLC)	\$ 600.00
Barton Rieppel (Riepstine's Pub)	\$ 12,000.00
Bob, Chuck & Rich Roan Inc.	\$ 7,400.00
Bonnie Katz (Le Chocolat)	\$ 2,000.00
Chef Hosch & Ann Catering, Inc.	\$ 5,000.00
ERW Venture Inn	\$ 13,000.00
Four B Corp (Harvest Moon Bar & Restaurant)	\$ 6,650.00
Helen Enterprises, LLC (Sammy's Pizza)	\$ 12,900.00
Herman & Luther's Catering Company	\$ 15,500.00
Honeygirls Inc (The Waterville Tavern)	\$ 12,500.00
Iskat Holdings LLC (The Otto Bookstore)	\$ 7,000.00
JA Wright Valley Inn LCC (The Valley Inn)	\$ 10,500.00
Jean Lenios (Niks Goldsmith)	\$ 3,500.00
Jessican Weaver (Colorbox Hair Studio)	\$ 1,200.00
Judith A. Steinhilper (Wildberry Studios)	\$ 6,000.00
Kelly Pittenger (Thunder Valley Whitetails)	\$ 1,500.00
Keystone Data Systems, Inc.	\$ 11,900.00
M & S Contracting Inc.	\$ 8,500.00
Miscee Inc. (Tivoli Tavern)	\$ 8,000.00
Morey's Tavern Inc.	\$ 17,750.00
Needer Inc. (Harvest Moon Lanes)	\$ 13,150.00
Ozzies LLC (Ozzie's Bar & Grill)	\$ 6,500.00
Robert C. Clokey (Concepts Design Group)	\$ 3,500.00
Robert S. Kipa, Jr. (Kipa's Auto Repair, LLC)	\$ 4,800.00
Salon Magnolias, LLC	\$ 9,900.00
Scott A Younkin Associates	\$ 3,500.00
Shirn's Pontiac GMC, Inc.	\$ 9,700.00
Shroch Corporation (Bullfrog Brewery)	\$ 25,200.00
Stacy A Miller (Oberjoch Boarding & Grooming Kennels LLC)	\$ 7,900.00
Steele Investments LLC (Wine and Design)	\$ 6,600.00
Susquehanna Software Inc.	\$ 11,100.00

The Hatchet House LLC	\$ 8,900.00
Timothy E. Grieco (Timco Printing and Advertising)	\$ 459.00
Vanish Tatto Removal Inc.	\$ 4,400.00
Welshan's Custom Butchering	\$ 3,500.00
Winters Insurance Agency LLC	\$ 6,800.00
World Travel International Inc.	\$ 11,500.00
Young's Truck Repair, LLC	\$ 10,900.00
	\$ 328,959.00

The funds can then be disbursed to the to the businesses, the general ledger can be updated, and these transactions will be reflected on the next Financial Status Report submission to the PA Department of Community and Economic Development. They should be listed in the **Small Business Grant Programs** line item on the Financial Status Report. Documentation can be found in files at the Lycoming County Planning and Community Development office.

Should you have any questions, please contact me via email at kmoyer@seda-cog.org or by phone at 570.452.1866.

Thank you.

Cc: Kristen Liddic, Administrative Specialist, Lycoming County
Matthew McDermott, Chief Clerk/County Administrator, Lycoming County
Jenny Picciano, CD/Lead Planner, Lycoming County
Shannon Rossman, Director of Planning & CD, Lycoming County
Bo Hornberger, Fiscal Controller, SEDA-COG
Rose Orner, Executive Assistant, SEDA-COG
Brandon Ball, Community and Economic Development Planner
Eve Adrian, Natural Resource Planner
Alyssa Henry, Hazard Mitigation Planner