

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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COUNTY of LYCOMING
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**LYCOMING COUNTY BOARD OF COMMISSIONERS
WORK SESSION MINUTES
Tuesday March 9, 2021
10:00 A.M.**

Present:

**Commissioner Metzger
Commissioner Mussare
Commissioner Mirabito- via phone
Director McDermott
Solicitor Smith- Via Phone**

OPERATIONS : Opening Prayer and Pledge of Allegiance led by Mr. Metzger.

1.0 OPERATIONS

- 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 BID OPENINGS

Nicki Gottschall- Bid openings for the following projects.

- Flood Mitigation Acquisition & Demolition
- Two Communication Towers
- 5 Prefabricated Shelters

3.0 ACCOUNTS PAYABLE CASH REQUIREMENT

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

- 3.1 Nicki Gottschall- Approve accounts payable Cash Requirements Report through March 17, 2021 for payment March 10, 2021 in the amount of \$1,834,136.97.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0

4.0 PERSONNEL ACTIONS

Roxanne Grieco – Approve the following personnel action(s):

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

- 4.1 Information Services– Mark M. Hulyo, Full-Time Replacement Deputy Director Information Services, Paygrade 12, \$65,000.00/Salary. Effective 3/15/21.
- 4.2 Veteran Affairs- W. Michael McMunn, Full-Time Replacement/Promotion Director of Veteran Affairs, Paygrade 9, \$45,428.13/Salary. Effective 3/7/21.
- 4.3 Domestic Relations- Stephanie E. Wolak, Full-Time Replacement Domestic Relations Attorney, Paygrade 11, \$51,053.83/Salary. Effective 3/29/21.

5.0 INFORMATION ITEMS

- 5.1 Mya Toon/Scott Williams- Acknowledge the County will be requesting proposals for Part I of the Bridge Bundling Construction Inspection Services.
- 5.2 Mya Toon- Acknowledge the County will be requesting bids for Shriver's Ridge Tower Right-of-Way Clearing.
- 5.3 Brandy Clemens- Budget Updates
- 5.4 Scott Williams- Comment on the bridge bundling project and the number of bridges.

Recess Commissioners' Public Meeting

6.0 Public Hearing for Lycoming County Zoning Ordinance & Subdivision and Land Development Ordinance Text Amendments.

- 6.1 Hear public comments
- 6.2 Adjourn Hearing

Reconvene Commissioners' Public Meeting

7.0 ACTION ITEMS

- 7.1 Tiffany Krajewski- Potential Adoption of Ordinance 2021-01: Lycoming County Zoning Ordinance and Subdivision and Land Development Ordinance Text Amendments. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0 bases on the recommendation of changing time 10 PM to 11 PM.**
- 7.2 Mya Toon- Vote on grant award for Emergency Rental Assistance Program (ERAP) with Department of Human Services in the amount of \$7,451,709.62. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 7.3 Mya Toon-Vote on Professional Services & Administrative Agreement with STEP. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0**
- 7.4 Mya Toon- Vote to award RFP for Health Broker Services to USI Insurance Services. 2021 Budgeted Item. **Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0**
- 7.5 Mya Toon- Vote to award RFP for Employee Health & Wellness Clinic to Integrity Health. **Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0**
- 7.6 Mya Toon- Vote to award ITB to construct a flood wall with footing; and a garage foundation wall, with footing and a concrete floor slab at 2107 Lycoming Creek Road, Williamsport to Turnkey Construction, Inc. In the amount of \$189,500.00. MDJ Solomon Project-2021 Budgeted Item. **Mr. Mussare moved to Table 1 week. Mr. Mirabito 2nd the motion. Tabled for 1 week 3-0.**

- 7.7 Shannon Rossman- Vote on Lycoming County Planning Commission Member Appointment to Mr. Chase Kelch. Fill vacancy left by Mike Sherman.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0
- 7.8 Jason Yorks- Vote on Amendment with PetroChoice.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0
- 7.9 Scott Konkle- Vote on Agreement with Eaton Corporation in the amount of \$21,556.00. 2021 Budgeted Item.
Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0
- 7.10 Cindy Newcomer- Vote on Agreement with INFOCON Corporation for print services.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0
- 7.11 Cindy Newcomer- Vote on Agreement with INFOCON Corporation for software maintenance and support.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0
- 7.12 David Goodwin- Vote on Agreement with KidsPeace National Centers, Inc.2021 Budgeted item.
Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0
- 7.13 Jerry Kennedy- Vote on Software Maintenance Agreement in the amount of \$99,458.52. 2021 Budgeted item.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0

8.0 COMMISSIONER COMMENT
None

9.0 PUBLIC COMMENT
Sheriff Lusk commented about the Flood wall for MDJ Solomon building. He has experience with flooding in that area and the Auto parts store did not flood.

10.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Tuesday March 16, 2021 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/UCSRDCV2Y
EbfonPDRfPMnEuw/videos](https://www.youtube.com/channel/UCSRDCV2YEbfonPDRfPMnEuw/videos)