

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
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

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**LYCOMING COUNTY BOARD OF COMMISSIONERS
WORK SESSION MINUTES
Tuesday October 05, 2021
10:00 A.M.**

Present:

**Commissioner Metzger
Commissioner Mussare
Commissioner Mirabito
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

Krista Rogers –

- Lycoming County Flood Plain Housing Remediation Project at 200 McKinney St County of Lycoming.
- Food Products.

3.0 ACCOUNTS PAYABLE CASH REQUIREMENT

Brandy Clemens– Approve accounts payable cash requirements report for invoices due through 10/13/2021 to be paid on 10/06/2021 in the amount of \$1,063,891.66.

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

4.0 TDA ACTIONS

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

Roxanne Grieco – Approve update to the TDA Report

4.1 Courts- Replace One (1) Full-Time Executive Secretary Position, Paygrade 5 (Judge Lovecchio) with Two (2) Part-Time Executive Secretaries, Paygrade 5- Limited to 1000 hours annually, from November 4, 2021 through December 31, 2023.

4.2 Courts:

A. Reclassify One (1) Court Scheduler, Paygrades 6/7 to a Scheduling Technician, Paygrades 5/6.

B. Reclassifying One (1) Clerk III, Paygrade 4 to a Scheduling Technician position, Paygrades 5/6.

C. Reclassify One (1) Clerk IV, Paygrade 5 to an Administrative Specialist, Paygrades 5/6.

4.3 DPS- Communications- Reclassify Telecommunicators into the following new categories effective October 17, 2021:

A. New Hire- Telecommunicator Trainee- Paygrade 6

B. Advance to Telecommunicator I (Call Taker)- Paygrade 6

C. Advance to Telecommunicator II (Call Taker and Radio Operator) Paygrade 7

D. Telecommunicator III (Supervisor) Paygrade 8

Recess Commissioners Meeting for the Salary Board

5.0 SALARY BOARD

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

Ms. Rogers moved to approve all Salary Board updates. Mr. Mussare 2nd the motion. Approved 4-0.

- 5.1 Courts- Replace One (1) Full-Time Executive Secretary Position, Paygrade 5 (Judge Lovecchio) with Two (2) Part-Time Executive Secretaries, Paygrade 5- Limited to 1000 hours annually, from November 4, 2021 through December 31, 2023.
- 5.2 Courts:
- A. Reclassify One (1) Court Scheduler, Paygrades 6/7 to a Scheduling Technician, Paygrades 5/6.
 - B. Reclassifying One (1) Clerk III, Paygrade 4 to a Scheduling Technician position, Paygrades 5/6.
 - C. Reclassify One (1) Clerk IV, Paygrade 5 to an Administrative Specialist, Paygrades 5/6.
- 5.3 DPS- Communications- Reclassify Telecommunicators into the following new categories effective October 17, 2021:
- A. New Hire- Telecommunicator Trainee- Paygrade 6
 - B. Advance to Telecommunicator I (Call Taker)- Paygrade 6
 - C. Advance to Telecommunicator II (Call Taker and Radio Operator) Paygrade 7
 - D. Telecommunicator III (Supervisor) Paygrade 8
- 5.4 Adjourn Salary Board Actions

Reconvene Commissioners' Public Meeting

Recess Commissioners Meeting for Board of Assessment Revisions

6.0 BOARD OF ASSESSMENT REVISIONS

- 6.1 Brooke Wright- Real Estate Exemptions- 73-005-108- George & Linda Whaley
- Mr. Mirabito moved to approve the request for denial. Mr. Mussare 2nd the motion. Approved 3-0.**
- 6.2 Brooke Wright- Real Estate Refund- 73-005-102 – Thomas R. Dean - \$207.19
- Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.**

Reconvene Commissioners' Public Meeting

7.0 PERSONNEL ACTIONS

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

7.1 Information Services- Cody A. Myers, Full-Time Reclassification Network Engineer
Paygrade 9, \$44,480.11/Salary. Effective: 10/17/21.

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

7.2 Vote on personnel actions processed in the month of September 2021.

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

8.0 ACTION ITEMS

8.1 Nancy Ackley - Vote on agreement for JPO City Mission 2021-2022.

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

8.2 Jason Yorks- Vote on agreement with Petro Choice.

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

8.3 Beth Baylor- Vote on agreement with United Power System UPS in the amount of
\$17,400.00.

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

9.0 COMMISSIONER COMMENT

Mr. Mussare wanted to thank Mr. Metzger for his prayers- He appreciates the time that he puts into them each week. In addition, he wanted to mention vaccines.

“Let’s be kind to on another”.

Studies are showing significant data that we should get vaccinated. The high majority of people currently being hospitalized and passing away from Covid-19 are unvaccinated.

10.0 PUBLIC COMMENT

Scott Miller- Williamsport- Comments and conversation with the Commissioners in regards to enforcing Americans to get vaccinated or they will lose their jobs. “ This is denying a person the right to pursue happiness”.

11.0 NEXT SCHEDULED MEETING The next Commissioners Public Meeting will be held on Tuesday October 12, 2021 at 10:00A.M. in the Commissioner’s Board 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/UCSRDCV2YEbfonPDRfPMnEuw/videos>