

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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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
WORK SESSION MINUTES  
Tuesday September 7, 2021  
10:00 A.M.**

**Present:**

**Commissioner Metzger  
Commissioner Mussare  
Commissioner Mirabito  
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 2<sup>nd</sup> the motion. Approved 3-0.**

- 1.5 Public Comment (Agenda Items Only) **None**

**2.0 BID OPENINGS**

Krista Rogers - Flood Mitigation, Acquisition and Demolition Project

**3.0 ACCOUNTS PAYABLE CASH REQUIREMENT**

Brandy Clemens– Approve accounts payable cash requirements report for invoices due through 09/15/2021 to be paid on 09/08/2021 in the amount of \$1,192,101.67.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

**4.0 TDA ACTIONS**

**Mr. Mirabito moved to approve both. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

Roxanne Grieco – Approve update to the TDA Report

4.1 Veteran Affairs- Reclassify Clerk IV, paygrade 5 to Clerk III, paygrade 4.

4.2 Information Services- Reclassify one (1) Program Analyst II paygrades 9/10 to Senior Software Analyst, paygrades 9/10. Effective: 9/5/21.

*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. Mr. Mussare 2<sup>nd</sup> the motion. Approved 4-0.**

5.1 Veteran Affairs- Reclassify Clerk IV, paygrade 5 to Clerk III, paygrade 4.

5.2 Adjourn Salary Board Actions

*Reconvene Commissioners' Public Meeting*

**6.0 PERSONNEL ACTIONS**

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

6.1 RMS- Gary T. Staggert, Full-Time Replacement/ Promotion, Deputy Director/Operations Manager, Paygrade 12, \$63,563.42/Salary. Effective: 10/3/21.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

6.2 RMS-Operations- David P. Bonus, Full-Time New Position, Temporary Special Projects, Paygrade 13, \$97,241.85/Salary. Effective: 10/3/21.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

6.3 Information Services- Christopher Dalla Piazza, Full-Time Reclassification, Senior Software Analyst, Paygrade 10, \$59,315.01/Salary. Effective: 9/5/21.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

6.4 Information Services- Daxston J. Silver, Full-Time Replacement, Software Specialist, Paygrade 7, \$35,642.46/Salary. Effective: 9/13/21.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

6.5 Controller- Kelsey I. Dowling, Full-Time Replacement, Administrative Specialist, Paygrade 6, \$16.76/Hourly. Effective: 9/13/21.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

6.6 Vote on personnel actions processed in the month of August 2021.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

*Recess Commissioners Meeting for the Final Public hearing for FFY21  
Community Development Block Grant*

**7.0** *Final Public hearing for FFY21 Community Development Block Grant*

7.1 Convene Public Hearing

7.2 Kristin McLaughlin - Discuss final public hearing for FFY2021 Community Development Block Grant program and project selection for funding

7.3 Adjourn Public Hearing

*Reconvene Commissioners' Public Meeting*

**8.0** **ACTION ITEMS**

8.1 Kristin McLaughlin- Vote on Resolution to submit FFY 2021 CDBG Application to the Pennsylvania Department of Community and Economic Development.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

8.2 Kristin McLaughlin- Vote on Fair Housing Resolution.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

8.3 Kristin McLaughlin- Vote on Section 504 Resolution - Resolution appointing a Section 504 compliance officer and establishing a grievance procedure for the FFY2021 Community Development Block Grant Program.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

8.4 Mya Toon- Vote to approve Subrecipient Agreement with Lycoming County United Way in the amount of \$153,114. 2021 budgeted item.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

8.5 Mya Toon- Vote to approve Subrecipient Agreement with West Branch Drug and Alcohol for the Intermediate Punishment Grant in the amount of \$121,260. 2021 budgeted item.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

8.6 Mya Toon- Vote to approve Amendment to Management Agreement with Antares for the management and continued oversight of the White Deer Golf Course. 2021 budgeted item.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

8.7 Nancy Ackley- Vote on agreement with KidsPeace.

**Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**

8.8 Nancy Ackley- Vote on agreement with CCYC.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

8.9 Jason Yorks- purchase a new 2021 Caterpillar CS56B Smooth Drum Vibratory Roller to replace the 2005 Caterpillar Loader in the amount of \$140,875.00. 2021 budgeted item.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

8.10 Lauren Strausser- Vote on the 2021 902 Recycling Program Grant in the amount of \$210,526.29. 7. Non-budget (extra eligible 902 grant round, normally every other year)

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

8.11 Austin Daily- Vote on Memorandum of Understanding with Eldred Township for Roadwork as part of Bridge Bundling Program in the amount of \$39,962.25. This is a budgeted item.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

8.12 Shannon Rossman- Vote on Resolution 2021.09 and Letter of Commitment for the Keystone Communities Grant.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

## **9.0 COMMISSIONER COMMENT**

**Mr. Mussare commented about asking PennDot to take a look at the traffic and light on Rt. 15. It is dangerous.**

**Mr. Metzger wanted to recognize Dave Huffman for going above and beyond to help a Watsonstown couple's dream of marrying after 31 years come true. He went to Evan Hospital to ensure that they received their marriage certificates.**

## **10.0 PUBLIC COMMENT**

Krista Rogers- Controller- Commented in regards to Personnel Action 6.5 and County Code law. She wanted to make sure her statement was on meeting minutes that hiring and firing of Elected Official staff does not fall under the Commissioners.

11.0 **NEXT SCHEDULED MEETING** The next Commissioners Public Meeting will be held on Tuesday September 14, 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>