

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

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

COUNTY of LYCOMING
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

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

**LYCOMING COUNTY BOARD OF COMMISSIONERS
WORK SESSION MINUTES
Tuesday October 19, 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 **None**
- 1.6 Informational Series: "County Departments and what they do for you".

Ed McCoy- APO

2.0 ACCOUNTS PAYABLE CASH REQUIREMENT

Brandy Clemens– Approve accounts payable cash requirements report for invoices due through 10/27/2021 to be paid on 10/20/2021 in the amount of \$976,751.01.

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

3.0 TDA ACTIONS

Roxanne Grieco – Approve update to the TDA Report

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

3.1 Public Defender-

Reclassify the 1st Assistant Public Defender Position from paygrade 13 to paygrade 14.

3.2 Facilities Management-

Addition of three (3) Maintenance III Positions, paygrades 7/8.

3.3 Prison-

Reclassify Administrative Specialist Position, paygrades 5/6 from and 7.5 hour day position to an 8-hour day position.

3.4 Pre-Release-

Reclassify Administrative Specialist Position, paygrade 5/6 to Clerk III, paygrade 4 – Change 8-hour day to 7.5-hour day.

Recess Commissioners Meeting for the Salary Board

4.0 SALARY BOARD

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

Ms. Gottschall moved to approve all updates. Mr. Mirabito 2nd the motion. Approved 4-0.

4.1 Public Defender-

Reclassify the 1st Assistant Public Defender Position from paygrade 13 to paygrade 14.

4.2 Facilities Management-

Addition of three (3) Maintenance III Positions, paygrades 7/8.

4.3 Prison-

Reclassify Administrative Specialist Position, paygrades 5/6 from and 7.5 hour day position to an 8-hour day position.

4.4 Pre-Release-

Reclassify Administrative Specialist Position, paygrade 5/6 to Clerk III, paygrade 4- Change 8-hour day to 7.5-hour day.

4.5 Adjourn Salary Board Actions

Reconvene Commissioners' Public Meeting

5.0 PERSONNEL ACTIONS

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

5.1 RMS- Transfer Station- Jeffrey S. O'Conner, Full-Time Replacement Truck Driver, Paygrade 6, \$16.76/hourly. Effective: 11/1/21.

5.2 Courts- Janine M. Mastracco, Fulltime Reclassification, Scheduling Technician, Paygrade 6, \$16.76/hourly. Effective: 10/31/21.

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

6.0 INFORMATION ITEMS

6.1 Mya Toon- Acknowledge the County will be requesting bids for the Timber Run Improvements Project

6.2 Eve Adrian- Final Clean Water Action Plan (CAP) Presentation.

7.0 ACTION ITEMS

7.1 Roxanne Grieco- Vote on Policy 611- Smoke, Tobacco and Vape-Free Workplace.
Mr. Mussare moved to Table. Mr. Mirabito 2nd the motion. Approved to table 3-0.

7.2 Mya Toon-Vote to award ITB for Flood Plain Housing Remediation Project to Elijah LLC in the amount of \$55,000.00. Budgeted Item, 100% grant reimbursable.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.

7.3 Mya Toon- Vote on amendment to Agreement with GTL.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.

7.4 Mya Toon- Vote to award RFP for Printing of Absentee Ballots and Mail-In Ballots.
Budgeted Item

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

7.5 Scott Kramer- Vote to award RFP for Rural Broadband Deployment to Windstream LLC.

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

7.6 Leslie Kilpatrick- Vote on agreement with Marco Inc. in the amount of \$39,948.51. 2021 budgeted item.

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

7.7 Lauren Strausser- Vote on amendment to Agreement-Green Chip-Electronic Recycling Amendment.

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

7.8 Jerry Kennedy- Vote on the purchase of 3 new Stenograph machines in the amount of \$15,435.00. 2021 budgeted item.

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

8.0 COMMISSIONER COMMENT

All three Commissioners' discussed the ARP Funding. They have developed a plan and have begun having meetings. They plan to meet with Municipalities, water & sewer authorities, relators, farmers and early childhood facilities.

The Commissioners' agree that goal is "not to spend money. It's to invest money."

9.0 PUBLIC COMMENT

None

10.0 NEXT SCHEDULED MEETING The next Commissioners Public Meeting will be held on Tuesday October 26, 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>