

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 October 26, 2021
10:00 A.M.**

Present:

**Commissioner Metzger
Commissioner Mirabito
Director McDermott
Solicitor Wiley**

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. Metzger 2nd the motion. Approved 2-0.

- 1.5 Public Comment **None**
- 1.6 Proclamation for National Lead Poisoning Prevention Week
- 1.7 Informational Series: "County Departments and what they do for you".

Mya Toon- Purchasing

2.0 BID OPENINGS

Krista Rogers- Invitation to Bid on Truck Scale System Rebuild Project

3.0 ACCOUNTS PAYABLE CASH REQUIREMENT

Brandy Clemens– Cash Requirements Report through November 03, 2021 for payment October 27, 2021 in the amount of \$699,031.25.

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

4.0 TDA ACTIONS

Roxanne Grieco – Approve update to the TDA Report

4.1 Budget & Finance-

Reclassify Administrative Specialist, paygrade 5/6 to Junior Accountant, paygrade 7.
Effective: 10/31/21

Mr. Metzger moved to table. Mr. Mirabito 2nd the motion. Tabled 2-0.

Recess Commissioners Meeting for the Salary Board

5.0 SALARY BOARD

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

Mr. Metzger moved to table. Mr. Mirabito 2nd the motion. Table 2-0.

5.1 Budget & Finance-

Reclassify Administrative Specialist, paygrade 5/6 to Junior Accountant, paygrade 7.
Effective: 10/31/21

5.2 Adjourn Salary Board Actions

Reconvene Commissioners' Public Meeting

6.0 PERSONNEL ACTIONS

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

6.1 Budget & Finance- Michele M. McDermott, Full-Time Reclassification Junior Accountant, Paygrade 7, \$40,500.68/Salary. Effective: 10/31/21.

Mr. Metzger moved to table. Mr. Mirabito 2nd the motion. Tabled 2-0.

6.2 Budget & Finance- Lori L. Weston, Full-Time Replacement Lead Fiscal Technician, Paygrade 7, \$25.07/hourly. Effective: 10/31/21.

Mr. Metzger moved to table. Mr. Mirabito 2nd the motion. Tabled 2-0.

6.3 Public Defender- Jeana A. Longo, Full-Time Replacement 1st Assistant Public Defender, Paygrade 14, \$95,694.81/Salary. Effective: 11/29/21.

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

6.4 Soil Conservation- Emily E. Bruce, Full-Time Replacement Soil Conservation Technician, Paygrade 7, \$35,642.46/Salary. Effective: 11/1/21.

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

6.5 Prison- Tammy M. Toner, Full-Time Replacement Administrative Specialist, Paygrade 6, \$21.52/hourly. Effective: 10/31/21.

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

6.6 Veteran Affairs- Keely J. Hitchens, Full-Time Replacement Clerk III, Paygrade 4, \$16.51/hourly. Effective: 10/31/21.

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

6.7 District Attorney- Gwendeleen S. Brion, Full-Time Reclassification Paralegal, Paygrade 7, \$18.26/hourly. Effective: 10/31/21.

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

6.8 Pre-Release- Kyle D. Caffas, Full-Time Replacement Resident Supervisor, Paygrade 5, \$15.37/hourly. Effective: 11/1/21.

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

7.0 INFORMATION ITEMS

7.1 Mya Toon- Invitation to Bid for Food Products

7.2 Mya Toon- Invitation to Bid for Bread Products

8.0 ACTION ITEMS

8.1 Mya Toon- Vote on agreement with PharmChem Inc. 2021 Budgeted item.

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

- 8.2 Mya Toon- Vote on Grant & Monitoring Agreement with Franklin Township for Lairdsville Sewer Project. In the amount of \$500,000.00.
Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0.
- 8.3 Mya Toon- Vote to approve Loan Agreement with Franklin Township not to exceed \$700,000.
Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0.
- 8.4 Mya Toon- Vote on agreement with Tiadaghton Valley Municipal Authority for Act 13 Funds in the amount of \$44,849.25.
Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0.
- 8.5 Mya Toon- Vote on Amendment 3 to Agreement with DSI-ITI.
Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0.
- 8.6 Mya Toon- Award remaining ITB for food products to Keyco Distributors and Feesers, Inc. 2021 budgeted item.
Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0.
- 8.7 Mya Toon- 2 Subrecipient Agreement with Union County for 4-County Broadband Project.
Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0.
- 8.8 Jason Yorks- Vote on amendment to agreement with Accent Wire Tie. Budgeted item.
Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0.
- 8.9 Matthew McDermott- Vote on DRO Performance Bonus.
Mr. Metzger moved to table. Mr. Mirabito 2nd the motion. Tabled 2-0.
- 8.10 Shannon Rossman- Vote on the CAP Implementation Grant in the amount of \$1,472,141.02
Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0.
- 8.11 Shannon Rossman- Vote on the CAP Coordinator Grant in the amount of \$100,000.
Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0.

9.0 COMMISSIONER COMMENT

Commissioners' want to remind everyone that Election Day is 11/2/21. Please exercise your right to vote.

10.0 PUBLIC COMMENT

Albert Boyer- Ralston. Reporting on the Lycoming Creek. And would like to recognize the efforts of County Commissioners and Employees.

11.0 **NEXT SCHEDULED MEETING** The next Commissioners Public Meeting will be held on Tuesday November 9, 2021 at 10:00A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza,330 Pine Street, Williamsport, PA 17701

***There will not be a Public meeting on November 2, 2021.**

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

<https://www.youtube.com/channel/UCSRDCV2YEbfonPDRfPMnEuw/videos>