

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 March 16, 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
- 1.5 Public Comment (Agenda Items Only) –**John Shireman-Jersey Shore.
Commented in regards to the Flood Wall project for MDJ Building on
Lycoming Creek Road.**
- 1.6 Present Proclamation- Sunshine Week- **Proclamation Presented by Mr.
Mirabito.**

2.0 ACCOUNTS PAYABLE CASH REQUIREMENT

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

- 2.1 Nicki Gottschall- Approve accounts payable cash requirement report through March 24, 2021 for payment March 17, 2021 in the amount of \$2,667,212.32.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.

3.0 TDA ACTION

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 Commissioners-

- Remove one (1) PT Clerk I paygrade 2 position. Effective immediately.

3.2 Planning-

- Reclassify one (1) PT Clerk I (II) paygrades 2/3 position to a PT Clerk III, paygrade 4. Effective March 21, 2021.

3.3 District Attorney-

- Reclassify one (1) PT Clerk I paygrade 2 position to a PT Clerk III, paygrade 4. Effective March 21, 2021.

4.0 PERSONNEL ACTIONS

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

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

4.1 Controller– Matthew J. Tierney, Full-Time, General Accountant, Paygrade 9, \$42,601.69. Effective 3/22/21.

4.2 District Attorney– Gabriella L. Wise, Part-Time Reclassification, Clerk III, Paygrade 4, \$15.69/ Hourly. Not to exceed 1000 hours annually. Effective 3/21/21

4.3 Planning- Christine R. Gartelman, Part-Time Reclassification, Clerk III, Paygrade 4, \$13.09/Hourly. Not to exceed 1000 hours annually. Effective 3/21/21.

5.0 SALARY BOARD ACTIONS

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

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

5.1 Commissioners-

- Remove one (1) PT Clerk I paygrade 2 position. Effective immediately.

5.2 Planning-

- Reclassify one (1) PT Clerk I (II) paygrades 2/3 position to a PT Clerk III, paygrade 4. Effective March 21, 2021.

5.3 District Attorney-

- Reclassify one (1) PT Clerk I paygrade 2 position to a PT Clerk III, paygrade 4. Effective March 21, 2021.

5.4 Adjourn Salary Board Actions

Reconvene Commissioners' Public Meeting

6.0 REPORTS/INFORMATION ITEMS

NONE

7.0 ACTION ITEMS

7.1 Mya Toon- Vote on the purchase of flags from FlagZone LLC in the amount of \$11,138.40. 2021 budgeted item.

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

7.2 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. 2021 budgeted item.

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

7.3 Shannon Rossman- Vote on Agreement with Montgomery Water Authority in the amount of \$574,200.00. 2021 budgeted item.

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

- 7.4 Jenny Picciano- Vote on Second Amendment to Agreement with ATC Group Services dba BCM Engineers.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.
- 7.5 Jenny Picciano - Vote on Subrecipient Monitoring Agreement with Greater Lycoming Habitat for Humanity in the amount of \$55,000.00.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.
- 7.6 Jenny Picciano - Vote on Subrecipient Monitoring Contract with YWCA Northcentral PA in the amount of \$70,000.00.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.
- 7.7 Jason Yorks- Vote on the purchase of a 2021 Caterpillar D4 Dozer in the amount of \$175,271.00. 2021 budgeted item.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.
- 7.8 Jason Yorks- Vote on Agreement with Cintas Uniform 2021 budgeted item.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.
- 7.9 Jason Yorks- Vote on the purchase of a bush hog mower attachment in the amount of \$27,349.30. 2021 budgeted item.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.

8.0 COMMISSIONER COMMENT

All 3 Commissioners commented on the great job Jason Yorks and his RMS Staff and Ken George and his Staff are doing.

9.0 PUBLIC COMMENT

Larry Stoudt- Lycoming County Resident and Webb Weekly- Made a suggestion that the County create a County Hotline for people to call in.

10.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on **Tuesday March 30, 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/UCSRDCV2YEbfonPDRfPMnEuw/videos>