

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 April 13, 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. Approve 3-0.

- 1.5 Public Comment (Agenda Items Only) None

1.6 **Presenting Proclamation:**

***National County Government Month**

***National Public Safety Telecommunicator Week- DPS**

2.0 **BID OPENINGS-**

Krista Rogers- Bid Project – **Shriver’s Ridge Tower Right-A-Way Clearing**

2.0 **ACCOUNTS PAYABLE CASH REQUIREMENT**

Krista Rogers – Approve the following cash requirement report(s):

2.1 Krista Rogers- Approve accounts payable Cash Requirements Report through April 21, 2021 for payment April 14, 2021 in the amount of \$1,128,344.85.

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

4.0 **TDA ACTION**

Roxanne Grieco – Approve update to the TDA Report:

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

4. 1. FISCAL SERVICES – OFFICIALLY CHANGE THE NAME OF FISCAL SERVICES TO BUDGET & FINANCE EFFECTIVE 04/11/21

4.2. BUDGET & FINANCE – CHANGE THE TITLE OF DIRECTOR OF FISCAL SERVICES – PAYGRADES 12/13 TO THE DIRECTOR OF BUDGET & FINANCE – PAYGRADES 12/13. EFFECTIVE 04/11/21

4.3. REORGANIZATION - MOVE THE FOLLOWING POSITIONS FROM CONTROLLERS OFFICE TO THE OFFICE OF BUDGET & FINANCE EFFECTIVE 04/11/21:

A. FROM CONTROLLER - 2ND DEPUTY/GENERAL ACCOUNTANT – PAYGRADES 8/9 TO BUDGET & FINANCE AS GENERAL ACCOUNTANT PAYGRADES 8/9

B. FROM CONTROLLER - GENERAL ACCOUNTANT – PAYGRADES 8/9 TO BUDGET & FINANCE AS GENERAL ACCOUNTANT – PAYGRADES 8/9

C. FROM CONTROLLER - FINANCIAL TECHNICIAN – PAYGRADES 5/6 TO BUDGET & FINANCE AS FINANCIAL TECHNICIAN – PAYGRADES 5/6

- D. FROM CONTROLLER - FINANCIAL TECHNICIAN – PAYGRADES 5/6 TO BUDGET & FINANCE AS FINANCIAL TECHNICIAN – PAYGRADES 5/6
- 4.4. PRISON – REMOVE ONE (1) PART-TIME LPN POSITION – PAYGRADE 6
- 4.5. RMS – TRANSFER STATION – CREATE ONE (1) NEW TIPPING FLOOR COORDINATOR POSITION PAYGRADES 5/6
- 4.6. SOIL CONSERVATION - RECLASSIFY PART-TIME CONSERVATION DISTRICT SPECIAL PROJECTS POSITION – PAYGRADE 12 @ \$38.529167/HOUR (LIMITED TO 1000 HOURS ANNUALLY) TO PART-TIME SOIL CONSERVATION SPECIAL PROJECTS POSITION – PAYGRADE 9 @ \$20.28 PER HOUR (LIMITED TO 1000 HOURS ANNUALLY)

5.0 PERSONNEL ACTIONS

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

Mr. Mirabito moved to approve all actions. Mr. Mussare 2nd the motion.

Approve 3-0.

- 5.1 Veteran Affairs– James M. Mitchley, Full-Time Replacement Position, Veteran Affairs Assistant, Paygrade 6, \$17.44/ Hourly. Effective 4/18/21.
- 5.2 District Attorney- Taylor J. Beucler, Full-Time Replacement Position, Assistant District Attorney, Paygrade ADA, \$53,543.83/Salary. Effective 4/19/21.
- 5.3 Budget & Finance- Brandy R. Clemens. Full-Time Replacement/Promotion, Director of Budget & Finance, Paygrade 13, \$71,522.73/Salary. Effective: 4/11/21.
- 5.4 Budget & Finance- Michele McDermott, Full-Time Reorganization/Change in Dept. name only, Administrative Specialist. Paygrade 6, \$19.705538/Hourly. Effective 4/11/21.
- 5.5 Budget & Finance- Heather M. Lehman, Full-Time Reorganization-change in title, Dept. & Distribution/job code. General Accountant Position, Paygrade 9, \$47,284.77/Salary. Effective 4/11/21.
- 5.6 Budget & Finance- Matthew J. Tierney, Full-Time Reorganization- change in Dept. & distribution, General Accountant Position, Paygrade 9, \$42,601.69/Salary. Effective 4/11/21.

- 5.7 Budget & Finance- Cynthia J. Gira, Full-Time Financial Technician, Reorganization-change in dept. & distribution, Paygrade 6, \$18.322979.00/Hourly. Effective: 4/11/21.
- 5.8 Soil Conservation- Mark N. Davidson, Part-Time Reclassification Soil Conservation Special Projects- paygrade 9, \$20.28/Hourly, not to exceed 1000 hours annually. Change in title, job code, grade & rate. Effective: 4/18/21.

Recess Commissioners' Public Meeting

6.0 SALARY BOARD ACTIONS

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

- 6.1 FISCAL SERVICES – OFFICIALLY CHANGE THE NAME OF FISCAL SERVICES TO BUDGET & FINANCE EFFECTIVE 04/11/21

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approve 4-0.

- 6.2 BUDGET & FINANCE – CHANGE THE TITLE OF DIRECTOR OF FISCAL SERVICES – PAYGRADES 12/13 TO THE DIRECTOR OF BUDGET & FINANCE – PAYGRADES 12/13. EFFECTIVE 04/11/21

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approve 4-0.

- 6.3 REORGANIZATION - MOVE THE FOLLOWING POSITIONS FROM CONTROLLERS OFFICE TO THE OFFICE OF BUDGET & FINANCE EFFECTIVE 04/11/21:

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Ms. Rogers Opposed. Approve 3-1.

- A. FROM 2ND DEPUTY/GENERAL ACCOUNTANT – PAYGRADES 8/9 TO BUDGET & FINANCE AS GENERAL ACCOUNTANT PAYGRADES 8/9
- B. FROM GENERAL ACCOUNTANT – PAYGRADES 8/9 TO BUDGET & FINANCE AS GENERAL ACCOUNTANT – PAYGRADES 8/9
- C. FROM FINANCIAL TECHNICIAN – PAYGRADES 5/6 TO BUDGET & FINANCE AS FINANCIAL TECHNICIAN – PAYGRADES 5/6
- D. FROM FINANCIAL TECHNICIAN – PAYGRADES 5/6 TO BUDGET & FINANCE AS FINANCIAL TECHNICIAN – PAYGRADES 5/6

6.4 PRISON – REMOVE ONE (1) PART-TIME LPN POSITION – PAYGRADE 6

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approve 4-0.

6.5 RMS – TRANSFER STATION – CREATE ONE (1) NEW TIPPING FLOOR COORDINATOR POSITION PAYGRADES 5/6

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approve 4-0.

6.6 SOIL CONSERVATION - RECLASSIFY PART-TIME CONSERVATION DISTRICT SPECIAL PROJECTS POSITION – PAYGRADE 12 @ \$38.529167/HOUR (LIMITED TO 1000 HOURS ANNUALLY) TO PART-TIME SOIL CONSERVATION SPECIAL PROJECTS POSITION – PAYGRADE 9 @ \$20.28 PER HOUR (LIMITED TO 1000 HOURS ANNUALLY)

Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approve 4-0.

Adjourn Salary Board Actions

Reconvene Commissioners' Public Meeting

6.0 ACTION ITEMS

6.1 Michele McDermott- Vote on Grant & Monitoring Agreement with Mansfield University in the amount of \$20,000.00. Not a 2021 budgeted item.
Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approve 3-0.

6.2 Shannon Rossman- Vote on Agreement with McCormick Law Firm 2021 budgeted item. Planning and zoning Solicitor services extend contract term.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approve 3-0.

6.3 Nancy Ackley- Vote on Agreement with Chester County. 2021 budgeted item. Detention Center = \$310 Shelter = \$205
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approve 3-0.

6.4 Nancy Ackley- Vote on Agreement with Community Solutions, Inc. 2021 budgeted item. Not to exceed \$71.08 per day.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approve 3-0.

6.5 Nancy Ackley- Vote on Amendment to Agreement with Dinges, Dinges, & Waltz, LLC. In the amount of \$40,000.00. 2021 budgeted item.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approve 3-0.

6.6 Jason Yorks- Acknowledge the County will be requesting bids for (2) new transfer trailers. 2021 budgeted item.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approve 3-0.

- 6.7 Jason Yorks- Vote on Emergency purchase of Leachate processing with Altoona Water Authority in the amount of \$71,096.10.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approve 3-0.
- 6.8 Jason Yorks- Resolution approving Emergency Treatment of Leachate.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approve 3-0.
- 6.9 Austin Daily- Vote on the purchase of (4) aluminum box culverts in the amount of \$205,345.00. 2021 budgeted item.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approve 3-0.
- 6.10 Austin Daily- Acknowledge the County will be requesting bids for general construction for the bridge bundling project. 2021 budgeted item.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approve 3-0.

7.0 COMMISSIONER COMMENT

Mr. Mussare: Commented about 2 difficult issues we are facing. Assessment and what should be public or not. And Gun owners of America. Citizens want an Ordinance written to protect our rights as gun owners.

All three Commissioners' discussed the 2nd Amendment in more detail.

9.0 PUBLIC COMMENT

John Shireman of Lycoming County. Commented on the County Budget and percentages and Businesses in Clinton County that are doing well in a Flood area. He would like the Commissioners to visit the area.

Krista Rogers- Lycoming County Controller- Made comments in regards to the reorganization of her department and read the Rules of the Controller from the book of Codes.

10.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Tuesday April 20, 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>