

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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WILLIAMSPORT, PA 17701

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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
WORK SESSION MINUTES  
Tuesday May 11 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 2<sup>nd</sup> the motion. Approved 3-0.**

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

1.6 **Proclamations:** Community Action Month/ STEP's 55th Anniversary

National Peace Officer Week

## **2.0 ACCOUNTS PAYABLE CASH REQUIREMENT**

Approve the following cash requirement report(s):

- 2.1 Brandy Clemens- Approve accounts payable cash requirement report in the amount of \$1,472,978.84.

## **3.0 INFORMATION ITEMS**

**Information Series: County Departments and what they do for you.**

This week's Department- Lycoming County Prison- **Brad Shoemaker**

## **4.0 PERSONNEL ACTIONS**

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

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

- 4.1 Maintenance- Shawn T. Smith, Full-Time Replacement, Maintenance III/Electrical, Paygrade 8, \$20.01/Hourly. Effective 5/24/21.
- 4.2 Pre-Release- Ashleigh L. Davis, Full-Time Replacement, Resident Supervisor, Paygrade 5, \$15.37/Hourly. Effective 5/17/21.
- 4.3 Planning & Community Development- Kelsey E. Green, Full-Time Replacement, Hazard Reduction Planner, Paygrade 8, \$38,933.97/Salary. Effective 5/12/21.
- 4.4 Public Defender- Dylan Smith, Full-Time Replacement, Paralegal, Paygrade 6, \$16.76/Hourly. Effective 5/17/21.
- 4.5 District Attorney- Elisabeth Frankel, Full-Time Replacement/Promotion, Juvenile Victim Witness Coordinator, Paygrade 8, \$22.60/Hourly. Effective 5/16/21.
- 4.6 District Attorney- Abigail Inns, Full-Time Replacement/Promotion, Adult Victim Witness Coordinator, Paygrade 7, \$23.20/Hourly. Effective 5/16/21.
- 4.7 Prison- Chad J. McElwee, Full-Time Replacement, Correctional Officer Relief, Paygrade CO1, \$17.46/Hourly. Effective 5/17/21.
- 4.8 DA- DUI Center- Kenneth Bowers, Part-Time Replacement, Special Detective, Paygrade DET, \$18.34/Hourly. Not to exceed 1000 hours annually. Effective 5/17/21.

## **5.0 ACTION ITEMS**

- 5.1 Roxanne Grieco- Lycoming County Policy & Procedures Manual.
  - Remove Policy 309- Calculation of Accrued Pooled Leave and Long-Term Sick Leave. Effective immediately.
  - Update Policy 410- Promotion and Reclassification. Effective 5/1/2021.**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

- 5.2 Matthew McDermott- Vote on Education Campaign tentatively reimbursed by PEMA through the Emergency Disaster Declaration for a 90 day period.  
**Mr. Mussare moved to approve \$25,000.00 for vaccine education campaign in Lycoming County. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.3 Mya Toon - Vote on Agreement with Glenn O. Hawbaker for golf cart shed milling project at White Deer Golf Course. 2021 budgeted item.  
**Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.4 Mya Toon- Vote to award RFP for Copier Maintenance to Marco Technologies, LLC in the amount of 1. Black and White Cost Per Page Rate \$0.00375  
2. Color Cost Per Page Rate \$0.033. 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.5 Mya Toon- Vote to award ITB for bread products to Bimbo Bakeries USA, Inc. 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.6 Mya Toon- Vote on MOU with the City of Williamsport. Recurring budgeted item each year.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.7 Mya Toon- Acknowledge the list of agreements approved by the Director of Administration for the month of April.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.8 Mya Toon- Vote on Agreement with Hiawatha, Inc in the amount of \$100,000.00.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.9 Jason Yorks- Vote on Amendment to Agreement with Atlas Copo Compressors, Inc. 2021 budgeted item.  
**Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.10 Jason Yorks- Vote on Air Pollution Control Act Compliance Review Form. 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.11 Jason Yorks- Vote on Amendment with Green Machine Sales, LLC. 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.12 Jason Yorks- Vote on the purchase of a portable radiation detection identifier from Laurus Systems, Inc. in the amount of \$15,129.75. 2021 budgeted item.  
**Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.13 Adrienne Stahl- Vote on Amendment to Agreement with Edward J. Rymysza, Esq. in the amount of \$90,000.00. 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

- 5.14 Nancy Ackley- Vote on Amendment to Agreement with Crossroads Counseling, Inc. 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.15 Jerry Kennedy- Vote on annual support and services renewal to Melillo Consulting in the amount of \$22,845.03. 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.16 Lauren Strasser- Vote on 903 County Recycling Coordinator Program Grant Application to DEP in the amount of \$37,450.99. 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.17 Ken George- Vote on Agreement with Monitronics International, Inc., d,b,a Brinks Home Security in the amount of \$11,571.04. 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.18 Scott Konkle- Vote on the purchase of (3) generators from Hunter & Lomison, Inc. in the amount of \$19,096.00 each or \$57,288.00 total. 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.19 Beth Baylor- Vote on Amendment to Agreement with PennCore Consulting in the amount of \$17,825.00. Not a 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

## **6.0 COMMISSIONER COMMENT**

**Mr. Metzger- Announce of post-closing agreement with Digger, Inc. This is bringing 150 jobs to the area with median income of \$42,000.00.**

**Mr. Mussare- Comment in regards to Constitutional amendments on ballot next week. From his view- difficult on us to see pain on faces of business owners. There is 3 Constitution amendments- 2 limit Governor's responsibility. CCAP should take a stance on this issue.**

## **7.0 PUBLIC COMMENT- None**

Speakers who wish to address the Board of Commissioners will be limited for **no more than three (3) minutes** on any particular item. The speaker must state his/her name and address for the record. Any deviation from this rule must be approved by the Board Chairman.

**8.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Tuesday 18,2021 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>