

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 June 29, 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

**2.0 INFORMATIONAL SERIES:  
County Departments and what they do for you.**

**Jeffery Hutchins- Department of Public Safety**

**3.0 ACCOUNTS PAYABLE CASH REQUIREMENT**

Approve the following cash requirement report(s):

Brandy Clemens– Approve accounts payable cash requirements report for invoices due through 07/07/2021 to be paid on 06/30/2021 in the amount of \$1,955,190.40

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

**4.0 TDA ACTIONS**

Roxanne Grieco – Approve update to the TDA Report

4.1 Information Services

Rename the Following Positions:

One (1) Programmer I position to a Software Specialist paygrades 7/8

One (1) Programmer II position to a Software Analyst paygrades 9/10

4.2 Maintenance- Creation of Deputy Director position paygrades 11/12

4.3 RMS- Business Office- Removal of Purchasing Agent/RMS paygrade 7/8.

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

***Recess Commissioners' Public Meeting***

**5.0 SALARY BOARD ACTIONS**

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

5.1 Information Services

Rename the Following Positions:

One (1) Programmer I position to a Software Specialist paygrade 7/8

One (1) Programmer II position to a Software Analyst paygrade 9/10

5.2 Maintenance- Creation of Deputy Director position paygrades 11/12

5.3 RMS- Business Office- Removal of Purchasing Agent/RMS paygrade 7/8.

**Mr. Mirabito moved to approve. Ms. Rogers 2<sup>nd</sup> the motion. Approved 4-0.**

5.4 Adjourn Salary Board Actions

## *Reconvene Commissioners' Public Meeting*

### **6.0 PERSONNEL ACTIONS**

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

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

- 6.1 Planning & Community Development- Mark L. Haas, Full-Time Replacement/Promotion, Development Services Supervisor, Paygrade 9, \$42,986.70/Salary. Effective: 7/11/21.
- 6.2 Courts- Janine M. Mastracco, Full-Time Replacement, Clerk III, paygrade 4, \$14.09/hourly. Effective: 7/6/21.
- 6.3 Domestics- Dawn Coleman, Full-time Replacement, Clerk III, paygrade 4, \$14.09/hourly. Effective: 7/6/21.
- 6.4 Sheriff- Adam J. Ross, Part-Time Replacement, Deputy Sheriff, paygrade PDS, \$21.338194/hourly, not to exceed 1000 hours annually. Effective: 6/27/21.

### **7.0 INFORMATION ITEMS**

Mya Toon-Acknowledge the County will be requesting proposals for tower and construction services for (3) Sites.

### **8.0 ACTION ITEMS**

- 8.1 Roxanne Grieco- Vote on update to Policy number 101- Reaffirmation of Policies Equal Employment Opportunity.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.2 Jeffrey Hutchins- Vote to extend the Coronavirus Disaster Declaration  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.3 Mya Toon- Vote on Agreement with John Galaznik, M.D. 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.4 Mya Toon- Vote to purchase mental health first aid training manuals for Lycoming-Clinton Joinder Board in the amount of \$9,030.00. CRBG Convenience Funds.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.5 Mya Toon- Vote on Amendment to Lease Agreement with ARD Operating, LLC.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

- 8.6 Mya Toon- Vote on COVID-19 American Rescue Plan Act Local Fiscal Recovery funds grant application and award in the amount of \$22,000,000.00.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.7 Jason Yorks- Vote on the purchase of a new Ford F550 Dump Truck from Sunbury Motors Ford in the amount of \$57,497.00. 2021 budget item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.8 Jason Yorks- Vote on Amendment to Agreement with Accent Wire Tie. 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.9 Jason Yorks- Vote on Amendment to Agreement with Bearing & Drive Solutions IV, Inc. 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.10 Mya Toon- Vote on Amendment to Agreement with M & M Asphalt Cooperation.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.11 Mya Toon- Vote on Amendment to Agreement with Monitronics International, Inc. dba Brinks Home Security in the amount of \$185.37/month/\$2,224.44/year. 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.12 Jerry Kennedy- Vote on Agreement with GovPilot LLC. In the amount of \$39,600.00/year. Not a 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.13 Jenny Picciano- Vote on Third Amendment to Agreement with ATC Group Services dba BCM Engineers in the amount of \$11,235.00. 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- \*\*Mr. Mussare would like Jenny to look into making the Riverwalk more handicap accessible. Especially entering from the South Williamsport side.**
- 8.14 Kristin McLaughlin- Vote on Subrecipient Agreement with STEP, Inc. in the amount of \$55,000.00.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.15 Kristin McLaughlin- Vote on Amendment #3 to Cooperative Agreement.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.16 Kristin McLaughlin- Vote on Amendment #4 to Cooperative Agreement.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 8.17 Jennifer Wilson- Vote on allocation of \$50,000 towards the Rider Park renovations.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

9.0 **COMMISSIONER COMMENT- Mr. Metzger commented about 4<sup>th</sup> of July- We are excited to have the Fireworks back in Williamsport this year! Everyone have a safe holiday and enjoy!**

10.0 **PUBLIC COMMENT**  
NONE.

11.0 **NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Tuesday July 6, 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>