

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 July 27, 2021  
10:00 A.M.**

**Present:**

**Commissioner Metzger- Via Phone**  
**Commissioner Mirabito**  
**Director McDermott**  
**Solicitor Wiley- 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. Metzger 2<sup>nd</sup> the motion. Approved 2-0.**

- 1.5 Public Comment (Agenda Items Only) **None**
- 1.6 Proclamation to be presented: Paralegal Week and Paralegal Day

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

Jerry Kennedy – Information Services

**3.0 BID OPENINGS-**  
Krista Rogers- Bid openings for Inmate Detention - Supplies & Clothing

**4.0 ACCOUNTS PAYABLE CASH REQUIREMENT**  
Brandy Clemens– Approve accounts payable cash requirements report for invoices due through 08/04/2021 to be paid on 07/28/2021 in the amount of \$4,043,185.81.

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

**5.0 PERSONNEL ACTIONS**  
Roxanne Grieco – Approve the following personnel action(s):

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

- 5.1 Prison- Danielle T. Smith, Full-Time Replacement, Female Correctional Officer Relief, Paygrade CO1, \$17.46/ hourly. Effective 8/1/2021.
- 5.2 Prison- Luke Chubb, Full-Time Replacement, Correctional Officer Relief, Paygrade CO1, \$17.46/ hourly. Effective 8/1/2021.
- 5.3 Prison- Jennifer Gies, Full-Time Replacement, Female Correctional Officer Relief, Paygrade CO1, \$17.46/ hourly. Effective 8/1/2021.
- 5.4 Planning & Community Development- Christopher Hodges, Full-Time Replacement/Promotion, Subdivision & Land Development Administrator, Paygrade 7, \$35,642.46/Salary. Effective 8/8/2021.

***Recess Commissioners' Public Meeting***

**6.0 BOARD OF ASSESSMENT REVISIONS- Brook Wright**

- 6.1 Convene Board of Assessment Revision
- 6.2 Vote on Real Estate Refund:

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

44-315-135 – William Barto - \$259.76

48-233-126.B – Samuel & Jane Slattery - \$108.34

- 6.3 Adjourn Board of Assessment Revisions

## *Reconvene Commissioners' Public Meeting*

### **7.0 ACTION ITEMS**

7.1 Mya Toon- Vote to revise Policy 702 – Commissioners' Meetings and Agendas.  
**Mr. Mirabito moved to approve. Mr. Metzger 2<sup>nd</sup> the motion. Approved 2-0.**

7.2 Tiffany Krajewski- Vote to approve the 2021 PHFA Conditional Award Letter for 2021 PHARE Funding in the amount of \$948,000.00. 2021 budgeted item  
**Mr. Mirabito moved to approve. Mr. Metzger 2<sup>nd</sup> the motion. Approved 2-0.**

7.3 Matthew McDermott- Approve Agreement of Sale between Lycoming County and City of Williamsport.  
**Mr. Mirabito voted no. Mr. Metzger voted yes. No action taken.**

### **8.0 COMMISSIONER COMMENT- NONE**

### **9.0 PUBLIC COMMENT**

Duane Hershberger- Habitat for Humanity- Wanted to announce that the dedication of the new home will be on 8/4/21 at Noon. Everyone is welcome.

John Shireman- Jersey shore- Commented that he feels the appraisals of the City and County properties should be public and would like to know is they were done for both?

He would also like to know the legal fees of the Controller and Commissioners' lawsuit.

### **10.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Tuesday August 3, 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>