

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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**LYCOMING COUNTY BOARD OF COMMISSIONERS
WORK SESSION MINUTES
Tuesday August 17, 2021
10:00 A.M.**

Present:

**Commissioner Metzger
Commissioner Mussare
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. Mussare 2nd the motion. Approved 3-0.

- 1.5 Public Comment (Agenda Items Only) **None**
- 1.6 Proclamation Presentation- National Breast-Feeding Month

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

*Forrest Lehman – Voter Services Department

3.0 BID OPENINGS

*Emergency Repairs to Hughesville Streambank Protection Project

*Paving Project at 2107 Lycoming Creek Rd., Williamsport.

4.0 ACCOUNTS PAYABLE CASH REQUIREMENT

Brandy Clemens– Approve accounts payable cash requirements report for invoices due through 08/25/2021 to be paid on 08/18/2021 in the amount of \$1,821,230.55

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

5.0 TDA ACTIONS

Roxanne Grieco – Approve update to the TDA Report

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

Approved 3-0.

5.1 RMS- Operations- Remove Temporary Equipment Operatory position. Paygrade 5/6. Effective August 8, 2021.

5.2 Voter Services – Create one (1) Part-Time Clerk III Paygrade 4 position.

5.3 Commissioners – Purchasing – Create one (1) Full-Time Procurement & Grant Officer Paygrades 8/9.

Recess Commissioners Meeting for the Salary Board

6.0 SALARY BOARD

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

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

6.1 RMS- Operations- Remove Temporary Equipment Operatory position. Paygrade 5/6. Effective August 8, 2021.

- 6.2 Voter Services – Create one (1) Part-Time Clerk III Paygrade 4 position.
- 6.3 Commissioners – Purchasing – Create one (1) Full-Time Procurement & Grant Officer Paygrades 8/9.
- 6.4 Adjourn Salary Board Actions

Reconvene Commissioners' Public Meeting

7.0 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.

- 7.1 Prison- Elizabeth Fox, Full-Time Replacement, Correctional Officer Relief, Paygrade CO1, \$17.46/ hourly. Effective: 8/29/21.
- 7.2 Prison- Tucker D. Frey, Full-Time Replacement, Correctional Officer Relief, Paygrade CO1, \$17.46/ hourly. Effective: 8/23/21.
- 7.3 RMS-Operations- Timothy R. DeHart, Full-Time Replacement, Equipment Operator, Paygrade 6, \$18.00/Hourly. Effective 8/8/21.
- 7.4 Prison- Angela Lepley, Full-Time Replacement, Clerk III, Paygrade 4, \$14.09/Hourly. Effective 8/23/21.
- 7.5 DPS-Communications- Arianna Warnagiris, Full-Time Replacement, Telecommunicator I (WOE), Paygrade 6, \$16.76/hourly. Effective 8/17/21.
- 7.6 DPS-Communications- Chelsea L. Ridgeway, Full-Time Replacement, Telecommunicator I (WOE), Paygrade 6, \$16.76/hourly. Effective 8/30/21.
- 7.7 Adult Probation- Kerry Bennett, Full-Time Replacement/Promotion, Paygrade 7, \$24.37/hourly. Effective 8/22/21.

8.0 ACTION ITEMS

8.1 Mya Toon- Vote to award bid for inmate detention and supplies to Goaltex Corporation, MTJ American, Charm-Tex, Inc., Victory Supply Inc., and Bob Barker Company Inc. 2021 budgeted item.

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

8.2 Mya Toon- Vote to approve Subrecipient Agreement with River Valley Health & Dental in the amount of \$100,000. Grant funded through FEMA Public Assistance Program.

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

8.3 Mya Toon- Vote to accept Public Assistance Grant Award in the amount of \$100,000.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.

8.4 Kristin McLaughlin- Vote on FFY 2021 Community Development Block Grant Project Selection & Finalization. 2021 budgeted item.

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

8.5 Ken George- Vote on Amendment to contract with TurnKey Construction. 2021 budgeted item.

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

8.6 Kelsey Green- Vote on HMGP 4408 Memorandum of Understanding with Muncy Boro.

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

8.7 Matthew McDermott- Vote on Recruiting and Retention package for the 911 Center.

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

9.0 **COMMISSIONER COMMENT**
NONE

10.0 **PUBLIC COMMENT**

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.

11.0 **NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Tuesday August 24, 2021 at 10:00 A.M. in the Commissioner's Board 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>