

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 August 24, 2021  
10:00 A.M.**

**Present:**

**Commissioner Metzger  
Commissioner Mussare  
Commissioner Mirabito  
Director McDermott  
Solicitor Wiley**

**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.**

\* Jennifer M McConnell | Director of Court Services

**3.0 BID OPENINGS**

Krista Rogers- Request for Proposal for Printing of Absentee Ballots and Mail in Ballots

**4.0 ACCOUNTS PAYABLE CASH REQUIREMENT**

Brandy Clemens– Approve accounts payable cash requirements report for invoices due through 09/01/2021 to be paid on 08/25/2021 in the amount of \$2,392,558.67.

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

**5.0 TDA ACTIONS**

Roxanne Grieco – Approve update to the TDA Report

5.1 RMS- Transfer Station- Re-Title Tipping Floor Coordinator paygrades 5/6 to Truck Driver, paygrades 5/6.

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

5.2 RMS- Support- Retitle Support Floater, paygrades 5/6 to Equipment Fueler paygrades 5/6.

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

***Recess Commissioners Meeting for the Salary Board***

**6.0 SALARY BOARD**

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

6.1 Recruiting and Retention package for the 911 Center.

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

6.2 Controllers request to Recreate the positions in the Controller’s office that were transferred to the Office of Budget and Finance.

**Ms. Rogers moved to discuss. Mr. Mirabito 2<sup>nd</sup> the motion. Denied 3-1.**

6.3 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. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

- 7.1 DPS- Communications- Arianna Warnagiris, Administrative Change start date change, Full-Time Replacement, Telecommunicator I (WOE), Paygrade 6, \$16.46/ hourly. Effective: 8/23/21.
- 7.2 Soil Conservation- Matthew J. Long, Full-Time Replacement/Promotion, Conservation District Manager, paygrade 11, \$51,053.83. Effective 9/5/21.
- 7.3 Pre-Release- Tamika Allen, Full-Time Replacement, Female Resident Supervisor, paygrade 5, \$15.37/hourly. Effective 9/5/21.

## 8.0 INFORMATION ITEMS

Mya Toon- Acknowledge the County will be requesting bids for a flood plain housing remediation project.

## 9.0 ACTION ITEMS

- 9.1 Mya Toon- Vote on agreement with Vestige Digital Investigations Contract.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 9.2 Mya Toon- Vote on Amendment to MOU with Roads to Freedom, Center for Independent Living of North Central PA.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 9.3 Mya Toon- Vote to award Hazardous Material Response Fund Grant Agreement with PEMA in the amount of \$21,019.00. 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 9.4 Mya Toon- Vote to award Radiation Emergency Response Fund Grant Agreement with PEMA in the amount of \$5,876.00. 2021 budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 9.5 Jerry Kennedy- Vote on the Purchase of 3 new Stenograph machines for the Court Reporters for the total price of \$15,435. Budgeted item.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 9.6 Jenny Picciano- Vote on 2021 Pennsylvania Housing Affordability and Rehabilitation Enhancement Fund (PHARE) grant contract with PHFA for 2020-submitted grant.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

9.7 Jason Yorks- Vote on Change Order #1 for the Transfer Station Chute Upgrade Project in the amount of \$30,000.00. Budgeted item.

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

9.8 Jason Yorks- Vote on Change Order #1 for the Landfill Gas Well Installation Project in the amount of \$643,532.00. Budgeted item.

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

**10.0 COMMISSIONER COMMENT- NONE**

**11.0 PUBLIC COMMENT- NONE**

**12.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Tuesday August 31, 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/UCSRDCV2Y  
EbfonPDRfPMnEuw/videos](https://www.youtube.com/channel/UCSRDCV2YEbfonPDRfPMnEuw/videos)**