

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

Telephone (570) 320-2124
Fax (570) 320-2127

COUNTY of LYCOMING
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

www.lyco.org
county.commissioners@lyco.org

**LYCOMING COUNTY BOARD OF COMMISSIONERS
WORK SESSION MINUTES
Tuesday August 31, 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 2nd the motion. Approved 3-0.

- 1.5 Public Comment (Agenda Items Only) **None**
- 1.6 Presenting Richard Whalen with Retirement Clock

2.0 BID OPENINGS

Nicki Gottschall- 4th Quarter Food Products

3.0 ACCOUNTS PAYABLE CASH REQUIREMENT

Brandy Clemens– Approve accounts payable cash requirements report for invoices due through 09/08/2021 to be paid on 09/01/2021 in the amount of \$2,103,815.05.

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

4.0 TDA ACTIONS

Roxanne Grieco – Approve update to the TDA Report

- 4.1 DPS- Remove Communications Manager paygrades 10/11. Replace with Deputy Director/ Communications Manager, paygrades 11/12.
- 4.2 Maintenance- Rename Department Facilities Management.
- 4.3 Maintenance- Change Director of Maintenance paygrades 12/13 to Director of Facilities Management paygrades 12/13.
- 4.4 Change Deputy Director of Maintenance paygrades 11/12 to Deputy Director/Facilities Management paygrades 11/12.
- 4.5 RMS-Operations- Create one (1) FT Temporary Special Projects position, paygrades 12/13.

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

Recess Commissioners Meeting for the Salary Board

5.0 SALARY BOARD

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

Ms. Gottschall moved to approve all Salary Board actions. Mr. Mussare 2nd the motion. Approved 4-0.

- 5.1 DPS- Remove Communications Manager paygrades 10/11. Replace with Deputy Director/ Communications Manager, paygrades 11/12.
- 5.2 RMS-Operations- Create one (1) FT Temporary Special Projects position, paygrades 12/13.
- 5.3 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 personnel actions. Mr. Mussare 2nd the motion. Approved 3-0.

- 6.1 Facilities Management- Kenneth George, Change in Title Only, Full-Time Director of Facilities Management, Paygrade 13, \$91,164.21/Salary. Effective: 8/31/21.
- 6.2 Prison- Kevin S. Styer, Full-Time Replacement, Correctional Officer Relief, Paygrade CO1, \$17.46/Hourly, Effective: 9/6/21.
- 6.3 Prison- Michael A. Sisley, Full-Time Replacement, Correctional Officer Relief, Paygrade CO1, \$17.46/Hourly, Effective: 9/6/21.
- 6.4 DPS- Communications- Beth A. Baylor, Full-Time Promotion, Deputy Director/Communications Manager, Paygrade 12, \$80,490.78/Salary, Effective: 9/5/21.
- 6.5 Maintenance- Ian Scott Andrews, Full-Time Replacement, Maintenance III-Electrical, Paygrade 8, \$20.01/Hourly. Effective: 9/7/21.
- 6.6 Maintenance- Todd Marino, Full-Time Replacement, Maintenance II, Paygrade 6, \$16.76/Hourly. Effective: 9/7/21.

7.0 ACTION ITEMS

- 7.1 Jason Yorks- Vote on purchase a 2021 Caterpillar 289D3 Compact Track Loader in the about of \$46,050.00.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.
- 7.2 Jason Yorks- Vote to add action item 8.2 as an emergency item. (items was not on agenda 24 hours in advance)
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.
- 7.3 Jason Yorks- Vote on Resolution 2021.08 for the emergency purchase of 3 transfer trailers to replace existing transfer trailers. These are approved under the 2021 RMS Capital Budget.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.
- 7.4 Mya Toon- Vote to award ITB for emergency repairs Hughesville streambank protection project to Glenn O. Hawbaker, Inc. Item is 100% grant funded.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.

- 7.5 Mya Toon- Vote to award ITB for paving project at 2107 Lycoming Creek Road, Williamsport, PA to M&M Paving and Excavating 2021 budgeted item.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.
- 7.6 Mya Toon- Vote to award RFP for Tower Construction Services to Skyhook, Inc. 2021 budgeted item.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.
- 7.7 Chuck Kiessling- Vote on purchase of power load system for the 2022 coroner truck.
Mr. Mussare moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0.
- 7.8 Nancy Ackley- Vote on agreement with Clear Vision 2021-2022.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.
- 7.9 Beth Baylor- Vote on 2021 Keystone Communications Keystone Maintenance Agreement in the amount of \$22,385.81. 2021 Budgeted item.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.
- 7.10 Beth Baylor- Vote on contract with Keystone Communications Specialist, amount not to exceed \$44,380 (1st yr); \$54,600 (2nd yr); \$56,200 (3rd yr). Not a budgeted item for 2021.
Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Approved 3-0.

8.0 COMMISSIONER COMMENT- None

9.0 PUBLIC COMMENT

Scott Miller- Williamsport.

Asking the Commissioners' to find out why he is getting airway interference at certain times of the day. He has antenna tv and feels it is being done intentionally.

*Commissioner Mirabito suggested that he contact the FCC.

10.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Tuesday September 7, 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)