

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 August 3, 2021  
10:00 A.M.**

**Present:**

**Commissioner Metzger- Via Phone**  
**Commissioner Mussare**  
**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. Mussare moved to approve. Mr. Metzger 2<sup>nd</sup> the motion. Approved 2-0.**

- 1.5 Public Comment (Agenda Items Only) **None**

**2.0 INFORMATIONAL SERIES:**

**County Departments and what they do for you.**

\*Brooke Wright and Mark Anderson – Lycoming County Assessment & Tax Claim Office

### 3.0 BID OPENINGS-

Nicki Gottschall- Bid openings for the RFP for Tower and Construction Services for Three Sites.

### 4.0 ACCOUNTS PAYABLE CASH REQUIREMENT

Brandy Clemens– Approve accounts payable cash requirements report for invoices due through 08/11/2021 to be paid on 08/04/2021 in the amount of \$847,503.19.

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

### 5.0 TDA ACTIONS

Roxanne Grieco – Approve update to the TDA Report

5.1 Planning & Community Development- Create one (1) Part-Time Clerk III-  
Paygrade 4

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

5.2 Public Defender - Create (1) one Part-Time Public Defender Investigator-  
Paygrade 7

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

*Recess Commissioners Meeting for the Salary Board*

### 6.0 SALARY BOARD

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

**Ms. Gottschall moved to approve both items. Mr. Metzger 2<sup>nd</sup> the motion. Approved 3-0.**

6.1 Planning & Community Development- Create one (1) Part-Time Clerk III-  
Paygrade 4

6.2 Public Defender - Create (1) one Part-Time Public Defender Investigator-  
Paygrade 7

6.3 Adjourn Salary Board Actions

*Reconvene Commissioners' Public Meeting*

## 7.0 PERSONNEL ACTIONS

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

7.1 RMS- Transfer Station- Ronald E. Stoltz Jr., Full-Time Replacement, Truck Driver/Transfer Station, Paygrade 6, \$16.76/ hourly. Effective: 8/16/21.

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

7.2 Pre-Release- Brianna C. Smith, Part-Time Replacement- Not to exceed 1000 hours annually. Pre-Release Driver, Paygrade 4, \$13.09/Hourly. Effective 8/17/21.

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

7.3 Prison- Edward D. Sines Jr., Full-Time Replacement, Correctional Officer Relief, Paygrade CO1, \$17.46/Hourly. Effective 8/9/21.

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

7.4 Approve personnel actions processed in the month of July 2021.

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

## 8.0 ACTION ITEMS

8.1 Mya Toon- Vote on Lease Agreement with Julie's Coffee.

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

8.2 Mya Toon- - Vote to accept PCCD grant award for Lycoming County Probation Restrictive Conditions.

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

8.3 Mya Toon- Vote to award RFP for Prefabricated Shelter for Hesker Hill to VFP, Inc.

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

8.4 Kelsey Green- Vote on Memorandum of Understanding with Old Lycoming Township for HMGP 4408.

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

8.5 Jerry Kennedy- Vote on hardware support renewal via Melillo. 2021 budgeted item.

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

8.6 Nancy Ackley- Vote on agreement with George Jr. Republic in PA.

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

- 8.7 Nancy Ackley- Vote on agreement with Diakon Family Life Services.  
**Mr. Mussare moved to approve. Mr. Metzger 2<sup>nd</sup> the motion. Approved 2-0.**
- 8.8 Nancy Ackley- Vote on agreement with JusticeWorks Youthcare, Inc.  
**Mr. Mussare moved to approve. Mr. Metzger 2<sup>nd</sup> the motion. Approved 2-0.**

**9.0 COMMISSIONER COMMENT**

**Mr. Mussare commented on ARP Funds: No commitment. Just listening at this point.**

**In addition, he commented about the proposal to eliminate gas tax. We don't want this because they are talking about charging per mile you drive.**

**10.0 PUBLIC COMMENT**

Bill Fenderson- Online Comment-

Asking if there is an update on the Airport. Will there be services September 2021?

**11.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Tuesday August 10, 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>