

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  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING MINUTES  
THURSDAY, SEPTEMBER 1, 2022  
10:00 A.M.**

**Present In-Person: Commissioner Metzger, Commissioner Mirabito, Director Matthew McDermott and J. David Smith, Solicitor via telephone. Not Present: Commissioner Mussare.**

**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 2nd the motion. Approved 2-0**

- 1.5 Public Comment on Agenda Items Only
- 1.6 Proclamations:
  - Childhood Cancer Awareness Month
  - National Preparedness Month
  - Hunger Action Month

**2.0 BID OPENINGS**

- 2.1 Nicki Gottschall–(via telephone) Open the following bid:
  - Food Products

Company Name	Submitted Amount	Date Submitted
Sysco Central PA	Multi-line bid	8/26/2022 2:45 PM
Feeser's	Multi-line bid	8/24/2022 1:58 PM
Keyco Distributors Inc.	Multi-line bid	8/21/2022 5:40 PM

**3.0 REPORTS**

- 3.1 Brandy Clemens – your ratification are the invoices due through 09/07/2022 that were paid on 08/31/2022 in the amount of \$1,263,669.64.

**Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0**

#### **4.0 TDA ACTIONS**

4.1 Jessica Segraves – Approve the following TDA action:

- Facilities Management: Change Clerk IV, Paygrade 5, to Operations Coordinator, Paygrade 6.

**Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0**

- *Recess Commissioners' Public Meeting for the Salary Board*

#### **5.0 SALARY BOARD**

5.1 Convene Salary Board.

5.2 Jessica Segraves –Vote to approve the following salary board actions:

- Facilities Management: Change Clerk IV, Paygrade 5, to Operations Coordinator Paygrade 6.

**Ms. Rogers moved to approve. Mr. Mirabito 2nd the motion. Approved 3-0**

5.3 Adjourn Salary Board.

*Reconvene Commissioners' Public Meeting*

#### **6.0 PERSONNEL ACTIONS**

6.1 Jessica Segraves – Approve the following Personnel Actions:

- Domestic Relations: Joe Peluso, Clerk III, Full-Time Replacement, \$14.44 per hour, 75 hours per Pay Period, Anticipated Start Date 9/12/2022.
- Information Technology: Ruth Schmouder, Technology and Operations Coordinator, Full-Time Replacement, \$23.93 per hour, 75 hours per Pay Period, Anticipated Start Date 9/4/2022.

**Mr. Mirabito moved to approve 6.1. Mr. Metzger 2nd the motion. Approved 2-0**

*Recess Commissioners' Public Meeting for the Board of Assessment Revisions*

#### **7.0 BOARD OF ASSESSMENT REVISIONS**

7.1 Convene Board of Assessment Revisions.

7.2 Brooke Wright – Approve the following real estate tax refund:

- 54-314-135 Thomas Hall - \$123.71
- 10-001-632 – Paul & Stella Bower - \$98.82

**Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0**

7.3 Brooke Wright – Approve the following veteran's exemption:

- 67-020-166 – Paul Herbst

**Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0**

7.4 Adjourn Board of Assessment Revisions.

*Reconvene Commissioners' Public Meeting*

## **8.0 INFORMATION ITEMS**

**8.1** John Lavelle – (presented by Kristin McLaughlin, SEDA COG) American Rescue Plan Act (ARPA) Grant Outreach

**8.2** John Lavelle – (presented by Commissioners Metzger & Mirabito) Housing Supply Initiative Grant Program application

## **9.0 ACTION ITEMS**

**9.1** Kristin McLaughlin – Vote to approve FFY 2022 Community Development and Block Grant Project Selection & Finalization.

**Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0**

**9.2** Jessica Segraves – Vote to approve revisions to Policy 303, Pooled Leave/Long Term Sick Leave.

**Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0**

**9.3** Kelle Robinson – Vote to approve Lycoming County LEPC membership application for Joseph Hopple.

**Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0**

**9.4** John Lavelle – (presented by Mya Toon) Vote to approve Memorandum of Understanding with Jersey Shore.

**Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0**

**9.5** Alison Herman – Vote to approve Amendment to Subrecipient Agreement with Old Lycoming Township (CAP grant).

**Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0**

**9.6** Alison Herman – Vote to approve Amendment to Subrecipient Agreement with Fairfield Township (CAP grant).

**Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0**

**9.7** Jason Yorks – Vote to approve and award bid for tarp machines to Tarpomatice, Inc. (2022 budgeted item).

**Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0**

**9.8** Jason Yorks – Vote to approve carbon scale control with General Products & Supply, Inc. (2022 budgeted item).

**Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0**

**9.9** Jason Yorks – Vote to approve Agreement with Compugen Technologies, Inc. (2022 budgeted item).

**Mr. Metzger moved to table. Mr. Mirabito 2nd the motion. Approved 2-0**

**9.10** Nancy Ackley – Vote to approve Professional Services Agreement with Outside In (2022 budgeted item).

**Mr. Mirabito moved to approve. Mr. Metzger 2nd the motion. Approved 2-0**

## 10.0 COMMISSIONER COMMENT

None

## 11.0 GENERAL 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.

**Thomas Adams/Williamsport: Topics- Biblical Ethics, Petitions and Poll Watching**

**Youtube Comments: None**

## 12.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on **Thursday, September 8, 2022, at 10:00 A.M.** in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

*To view this meeting go to:*

<https://www.youtube.com/watch?v=RYsEqr4GU5I>

## PROCLAMATION CHILDHOOD CANCER AWARENESS MONTH

**Whereas**, childhood cancer is the leading cause of death by disease in children, and;

**Whereas**, 1 in 285 children in the United States will be diagnosed by their 20th birthday, and;

**Whereas**, 46 children per day or 16,790 children per year are diagnosed with cancer in the U.S., and;

**Whereas**, there are approximately 40,000 children on active treatment at any given time, and;

**Whereas**, the average age of diagnosis is 6 years old, compared to 66 years for adults' cancer diagnosis, and;

**Whereas**, 80% of childhood cancer patients are diagnosed late and with metastatic disease, and;

**Whereas**, on average there's been a 0.6 percent increase in incidence per year since the mid 1970's resulting in an overall incidence increase of 24 percent over the last 40 years, and;

**Whereas**, two-thirds of childhood cancer patients will have chronic health conditions as a result of their treatment toxicity, with one quarter being classified as severe to life-threatening, and;

**Whereas**, approximately one half of childhood cancer families rate the associated financial toxicity due to out-of-pocket expenses as considerable to severe, and;

**Whereas**, in the last 20 years only four new drugs have been approved by the FDA to specifically treat childhood cancer, and;

**Whereas**, the National Cancer Institute recognizes the unique research needs of childhood cancer and the associated need for increased funding to carry this out;

**Whereas**, hundreds of non-profit organizations at the local and national level including the American Childhood Cancer Organization are helping children with cancer and their families cope through educational, emotional and financial support, and;

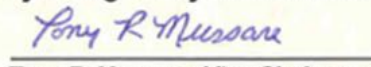
**Whereas**, researchers and healthcare professionals work diligently dedicating their expertise to treat and cure children with cancer, and;


**Whereas**, too many children are affected by this deadly disease and more must be done to raise awareness and find a cure.

**Now therefore, We**, the Commissioners of Lycoming County, Pennsylvania do hereby proclaim September 2022 as Childhood Cancer Awareness Month and encourage all Americans to observe Childhood Cancer Awareness Month and support this cause that so deeply impacts families in every community across our country.

Lycoming County Commissioners

  
Scott L. Metzger, Chairman

  
Tony R. Mussare, Vice Chairman

  
Richard Mirabito, Secretary





**PROCLAMATION  
NATIONAL PREPAREDNESS MONTH**

**WHEREAS**, emergencies in Lycoming County can happen unexpectedly in communities like yours, to people just like you; and

**WHEREAS**, the entire Lycoming County community can take actions to become prepared to respond to and recover from any natural or man-made disaster, no matter how big or small, which will help our communities recover more quickly; and

**WHEREAS**, Lycoming County first responders may not always be able to reach you quickly in an emergency or disaster, and the most important step you can take in helping them is being able to take care of yourself and those in your care following an incident.

**WHEREAS**, during National Preparedness Month, September 2022, our community members are encouraged to take time to prepare yourself and those in your care for emergencies and disasters that can impact our neighborhoods for days at a time; and

**WHEREAS**, Lycoming County community members who are prepared to meet any emergencies or disasters can be a positive influence on their neighbors by sharing their preparedness story and encouraging friends, family, and co-workers to be prepared also.

**NOW, THEREFORE**, we, the Board of County Commissioners of Lycoming County, do hereby proclaim September 2022 as

**NATIONAL PREPAREDNESS MONTH**

in Lycoming County, and urge our fellow citizens to make sure that you and your family are prepared for an emergency by: 1) Preparing a Disaster Supply Kit, 2) Creating a Family Emergency Plan, and 3) Knowing the Hazards your community is vulnerable to.

**IN WITNESS WHEREOF**, we have set our hand and seal this 1<sup>st</sup> day of September, 2022.

**LYCOMING COUNTY COMMISSIONERS**

  
\_\_\_\_\_  
Scott L. Metzger, Chairman

  
\_\_\_\_\_  
Tony R. Mussare, Vice-Chairman

  
\_\_\_\_\_  
Richard Mirabito, Secretary



# 2022 Hunger Action Month Proclamation



**WHEREAS**, hunger and poverty are issues of critical concern in Lycoming County where 12.1% of people are food insecure and one in every six children do not know where their next meal will come from; and

**WHEREAS**, Lycoming County is devoted to taking action to eliminate hunger in every part of our community, as well as providing additional resources to those in need in the community; and

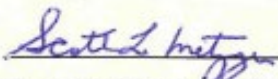
**WHEREAS**, Lycoming County is dedicated to collaborating with the Central Pennsylvania Food Bank and its partner agencies to educate people about the role, work, and importance of food banks in addressing food insecurity and advocating for increased awareness of the need to dedicate further resources and attention to hunger issues; and


**WHEREAS**, the month of September has been established as "Hunger Action Month" for the purpose of bringing attention to and raising awareness about food insecurity in our communities. This includes engaging the public in action to end hunger one person at a time; and

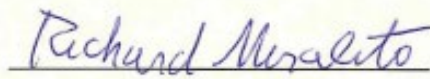
**WHEREAS**, the Central Pennsylvania Food Bank, its partner agencies, and other food banks across the country will host events throughout September to bring awareness to food insecurity and help end hunger in their local community.

**NOW, THEREFORE, WE**, the Lycoming County Commissioners do hereby recognize September 2022, as **HUNGER ACTION MONTH** in Lycoming County and call this observance to the attention of our citizens.

**Lycoming County Commissioners**

  
\_\_\_\_\_  
**Scott L. Metzger, Chairman**

  
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**Tony R. Mussare, Vice Chairman**

  
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**Richard Mirabito, Secretary**

