

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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WILLIAMSPORT, PA 17701

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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING MINUTES  
TUESDAY, JANUARY 4, 2022  
10:00 A.M.**

***Present:***

***Commissioner Metzger***

***Commissioner Mussare***

***Commissioner Mirabito***

***Director McDermott***

***Solicitor J. David Smith - Telephone***

**ADDITIONS/CHANGES TO AGENDA NOT PREVIOUSLY POSTED**

- Lauren Bower - Change to the Bail Release Officers payment for on-call, from 3 hours/pay to 6 hours/pay (Salary Board, 3.3).
- Kristen McLaughlin - CDBG Public Hearing for FFY20 Community Development Block Grant Funds (CDBG Public Hearing 5.0 - 5.3).

**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 County Department Informational Series: "What They Do for You?"

- Penn State Extension

**To Be Rescheduled.**

**2.0 TDA ACTIONS**

**Presented by Director Matthew McDermott**

- Sheriff: Addition of (1) Part-Time Temporary Sheriff Special Projects Position, Paygrade 6 (Limited to 250 hours).

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

- Register & Recorder: Addition of (1) Full-Time Clerk III Position, Paygrade 4.
- District Attorney: Removal of (1) Full-Time Assistant County Detective Position and Addition of (3) Part-Time Assistant County Detective Positions.

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

*Recess Commissioners' Public Meeting for the Salary Board*

**3.0 SALARY BOARD**

3.1 Convene Salary Board.

**\*Presented by Director Matthew McDermott**

3.2 \*Lauren Bower – Vote to approve the 2022 Salary Schedule.

- Sheriff: Addition of (1) Part-Time Temporary Sheriff Special Projects Position, Paygrade 6 (Limited to 250 hours).
- Register & Recorder: Addition of (1) Full-Time Clerk III Position, Paygrade 4.
- District Attorney: Removal of (1) Full-Time Assistant County Detective Position and Addition of (3) Part-Time Assistant County Detective Positions.

**Krista Rogers moved to Approve the Salary Schedule for 2022 with the additions as read: Mr. Metzger 2<sup>nd</sup> the motion – Approved 4-0.**

**Krista Rogers making a note to the minutes: *by moving to approve this it's of statutory need to do it so our employees get paid and not an acceptance of the current standing of my office, just for the record.***

**\*Presented by Director Matthew McDermott**

3.3 \*Lauren Bower – Vote to approve update to Policy 407 and on-call salary details.

- Removal of the following Departments and on-call policy details: Adult Probation Office, Juvenile Probation Office, Sheriff's Office & District Attorney's Office due to separate language within their respective Union Contracts.
- Change to the Coroner's Office payment for on-call from 3 hours/pay to \$250/week.
- Change to the Bail Release Officers payment for on-call, from 3 hours/pay to 6 hours/pay.

**Krista Rogers made a motion to ratify the policy change once the Commissioners approve it and that this is to be an accepted as a ratification, Mr. Mirabito 2<sup>nd</sup> the motion to accept as a ratification, Approved 3-0**

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

3.4 Adjourn Salary Board

*Reconvene Commissioners' Public Meeting*

**3.0 PERSONNEL ACTIONS**

**Presented by Director McDermott**

4.1 Lauren Bower – Approve the following personnel actions:

- Sheriff's Office: Christie L. Shimp, Temporary Sheriff Special Projects, Part Time New Position, Paygrade 6, \$24.55/hour, not to exceed 250 hours annually, Effective 1/5/22.
- Sheriff's Office: Eric T. Spiegel, Chief Deputy Sheriff, Promotion, Paygrade 10, \$60,231.73/Salary, Effective 1/9/22.
- Sheriff's Office: Curtis W. Ulmer, Sergeant, Reclassification, Paygrade DS, \$18.34/hour, Effective 1/9/22.

**[Mr. Mirabito moved to table this reclassification, Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.]**

- Commissioners' Office / Procurement: Tina L. Jedrzewski, Administrative Specialist, Full Time Replacement, Paygrade 5, \$15.75/hour, Effective 1/9/22.
- Human Resources: Jessica M. Segraves, Director of Human Resources, Full Time Replacement, Paygrade 13, \$88,000/salary, Effective 1/18/22.
- Prison: Christopher Dreese, Correctional Officer Relief, Full Time Replacement, Paygrade COI, \$17.90/hour, Effective 1/11/22.
- Register and Recorder's Office: Daniel W. Hartman, Clerk III, New Position, \$14.44/hour, Effective 1/5/22.
- District Attorney's Office: Donald Barrett, Assistant County Detective, Part Time Replacement, Paygrade AD, \$23.66/hour, not to exceed 1,000 hours annually, Effective 1/10/22.
- Domestic Relations: Kaitlyn D. Corman, Domestic Relations Officer, Full Time Replacement Promotion, Paygrade DRO, \$38,166.82/salary, Effective 1/9/22.

**Motion to approve remaining items in Personnel Actions:**

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

***Recess Commissioners Meeting for the Community Development Block Grant Public Hearing***

**5.0 CDBG Public Hearing for FFY20 Community Development Block Grant Funds**

5.1 Convene Public Hearing

5.2 Kristin McLaughlin - Discuss FFY2020 Community Development Block Grant program fund reallocation and budget modification.

5.3 Adjourn Public Hearing

***Reconvene Commissioners' Public Meeting***

**6.0 ACTION ITEMS**

**Presented by Director McDermott**

6.1 Lauren Bower – Vote to approve Resolution 2022-03 to revise the Table of Distribution and Authorizations for 2022.

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

**Presented by Director McDermott**

6.2 Lauren Bower – Vote to approve 2022 Table of Distribution and Authorizations.

a) Sheriff: Addition of (1) Part-Time Temporary Sheriff Special Projects Position, Paygrade 6 (Limited To 250 Hours)

b) Register & Recorder: Addition of (1) Full-Time Clerk III Position, Paygrade 4.

c) District Attorney: Removal of (1) Full-Time Assistant County Detective Position and Addition of (3) Part-Time Assistant County Detective Positions.

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

**\*shifted to 6.9**

6.3 Lauren Bower – Vote to approve the update to Lycoming County Policy and Procedures Manual for the following policies: 400 Job Code Listing, 401 County Pay Plans, and 407 Payment for On-Call.

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

6.4 Mya Toon – Vote to approve Amendment to the Financial Assistance Award for the Greater Williamsport Levee Rehabilitation Project (2022 budgeted item and RACP grant).

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

6.5 Mya Toon – Vote to approve Resolution 2022-01 to declare surplus property.

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

6.6 Mya Toon – Vote to approve Memorandum of Understanding with Luzerne County 911.

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

6.7 Mya Toon/Ed McCoy – Vote to approve PCCD grant-in-aid award for Adult Probation (2022 budgeted item).

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

6.8 Matthew McDermott – Vote to approve invoice with Hillside Catering (2021 budgeted item).

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

6.9 *\*moved before 6.3*

Kristin McLaughlin – Vote to approve Subrecipient Agreement with West Branch Regional Authority (2020 FY CDBG funds).

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

6.10 Kristin McLaughlin – Vote to approve Budget Modification with Borough of South Williamsport (2020 FY CDBG funds).

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

6.11 Mark Haas – Vote to approve Resolution 2022-02 authorizing the submission of the Municipal Assistance Program application to the Pennsylvania Department of Community and Economic Development.

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

## **7.0 COMMISSIONER COMMENT**

**Mr. Mirabito got a call from a constituent describing the witnessing of 3 individual shouting racial epithets to an delivery driver he stated that this is a concern to all of us, we do not want that type of intolerance in our community - we need to end this when we hear these types of things, when they happen.**

**Mr. Metzger agrees with Mr. Mirabito's comments, stated we have to hold these individuals accountable, zero tolerance for hatred, we need to respect each other. Shared our condolences to Commissioner Bill Aims family and everyone from Lebanon County, Bill passing is a great loss was a good and straightforward man and he will be missed.**

## **8.0 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.

**Sheriff Mark Lusk comments on how insensitive the world is becoming. Also gave an update on the lost \$165,000.00 from expired Sunshine Law for License to Carry, loosing funding from PCCD training aids \$150-175,000 – the loophole is the State doesn't say when they have to refund us. We need more help from Harrisburg.**

**YouTube Comment:  
Read by Director Matt McDermott**

**Thomas Adams**

**Good morning and Happy New Year as a very concerned citizen because of the direction of country because of its ignorance of our history and the lack of Christian involvement in the government I will take this opportunity to share a quote from Noah Webster, known as the School Master to America, “All the miseries and evils which men suffer from vice, crime, ambition, injustice, oppression, slavery and war, proceed from their despising or neglecting the precepts contained in the Bible.” Our pastors and churches must get involved and ignore all attempts to be silenced and stand on our State and Federal constitutions, not living in fear to speak up and speak out against wickedness, and speak up and speak out for righteousness in accordance to the great book of law the Holy Bible. To insist on the rule of just and proper laws to disregard unjust mandates and declaration made by unfettered government officials including the judiciary at every level we must be willing to.**

**9.0** **NEXT SCHEDULED MEETING** The next Commissioners Public Meeting will be held on Tuesday, January 11, 2022, 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/watch?v=6FaBdnR4nDE>