

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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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
THURSDAY, DECEMBER 29, 2022
10:00 A.M.**

Present: Commissioner Metzger, Commissioner Mussare, Commissioner Mirabito, Director Matthew McDermott, and Solicitor J. David Smith (via telephone).

ADDITIONS/REVISIONS TO AGENDA NOT PREVIOUSLY POSTED

- Add Action Item 7.4: Vote to approve the appointment of Brett Bowes to the Lycoming County Planning Commission Board.
- Revise Salary Board Actions 5.0: Revised Attachment (B).
added APPROVE THE RETROACTIVE OVERTIME RATE FOR THOSE LAW ENFORCEMENT OFFICERS PROVIDING THE INMATE HOSPITAL DETAIL OVER THE CHRISTMAS HOLIDAY.
- Revise TDA Actions 6.0: Revised Attachment (C).

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

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 on Agenda Items Only

John Shireman / Jersey Shore: Wages calculated for 40 employees to do the recount of the 2020 votes. Questions how legal it will be to move 40 employees in comparison to Ms. Rogers lawsuit to recount votes -when that is not their jobs.

Jack McKernan / Williamsport Attachment B. Suggests the wording terminates on March 30 of next year. Is the approval for recruitment, referral or retention the wording should be more specific. Is the magistrate increase next addition to the agenda should be more specific with the regard to when it ends?

2.0 BID OPENING

- 2.1 Krista Rogers – Open the following bids:
 - ITB for X-Ray Imaging System
 - ITB for Bullet Resistant Materials and Products

3.0 REPORTS

- 3.1 Kalen Barnes – Vote to ratify accounts payable cash requirement reports, invoices due through December 31, 2022 and paid on December 23, 2022, in the amount of \$ 2,161,269.25

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

4.0 PERSONNEL ACTIONS

- 4.1 Jessica Segraves – (via telephone) Approve the following Personnel Actions as conditional offers of employment, subject to the successful completion of a background check and all other employment conditions as outlined in Attachment (A) (*see page 6*) .

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

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 as outlined in Attachment (B).

added to Attachment B: APPROVE THE RETROACTIVE OVERTIME RATE FOR THOSE LAW ENFORCEMENT OFFICERS PROVIDING THE INMATE HOSPITAL.DETAIL OVER THE CHRISTMAS HOLIDAY(at a cost of \$14,000)

Ms. Rogers would like wording revised to include “Full time Correction Officer”, and “Remains employed as a Full Time Correction in that position” in regards to Retention and Recruitment with a definite termination date in ATTACHMENT (B) (see page 7)

Mr. Mirabito moved to approve listed in the agenda that have been discussed about the correctional staff at the prison, including the bonus referral program, retention recruiting bonus with the addition of “*termination on March 31st 2023*”. The special detectives being assigned for inmate security detail that goes through December 31st, 2023. The retroactive triple time for law enforcement detail with corrections that remain with the corrections to be made.

Mr. Mussare 2nd the motion. Approved 3-1 [Ms. Rogers: Opposed]

Ms. Rogers Opposed Clerk Reclassifications in Attachment B; reasoning that -- *not all clerk positions have been addressed countywide* – while pointing out she (Ms. Rogers) does not disagree with reclassification.

- 5.3 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

6.0 TDA ACTIONS

- 6.1 Jessica Segraves – Approve the following TDA actions as outlined in Attachment (C)(*see page 8*).

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

7.0 ACTION ITEMS

7.1 Steven Simms – Vote to approve and adopt the 2023 Budget.

Mr. Mirabito moved to add the 2020 Recount as Budgeted Line Item. Mr. Metzger seconded the motion. Denied 2-1 [Mr. Metzger and Mr. Mussare Opposed].

Mr. Mussare moved to approve 7.1, Mr. Metzger 2nd the motion. Approved 3-0

7.2 Steven Simms – Vote to approve the following Resolutions for 2023:

- Resolution 2022-25: 2023 Budget

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

- Resolution 2022-26: 5-Year Capital Plan

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

- Resolution 2022-27: Ratio for Real Estate Tax Assessment

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

- Resolution 2022-28: Real Estate Tax Rate

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

7.3 Matthew McDermott – Vote to approve for ratification an engagement letter with Mc Nerney, Page, Vanderlin & Hall (2023 budget funds available).

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

7.4 Matthew McDermott – Vote to approve Brett Bowes to the Lycoming County Planning Commission Board.

Mr. Mirabito made motion table for two weeks. Mr. Mussare seconded. Tabled 3-0

7.5 Matthew McDermott – Vote to approve Price Proposals and Sales Agreements with Supply Source for the new Sheriff's Office (2023 budgeted item).

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

7.6 Jason Yorks – (via telephone) Vote to approve Agreement with Professional Petroleum Service Company (2023 budgeted item).

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

7.7 Jason Yorks – (via telephone) Vote to approve Amendment to Agreement with Pace Analytical Services, LLC. (2023 budgeted item).

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

7.8 Jason Yorks – (via telephone) Vote to approve Waste Disposal Agreement with Hughesville Wolf Township Joint Sewer Authority (2023 budgeted item).

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

7.9 Jason Yorks – (via telephone) Vote to approve Waste Disposal Agreement with the Municipal Authority of the Town of Bloomsburg (2023 budgeted item).

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

7.10 Jason Yorks – (via telephone) Vote to approve Waste Disposal Agreement with Williamsport Sanitary Authority (2023 budgeted item).

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

7.11 Jason Yorks – (via telephone) Vote to approve Waste Disposal Agreement with Mifflinburg Borough (2023 budgeted item).

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

7.12 Jason Yorks – (via telephone) Vote to approve Amendment to Agreement with Sunoco, LLC. (2023 budgeted item).

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

7.13 Mark Davidson – (presented by Matt Long via telephone) Vote to approve Certification of County Funds for 2023 Agricultural Conservation Easement Program (2023 budgeted item).

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

8.0 COMMISSIONER COMMENT

Mr. Metzger notes we have offered space to City Hall to move to the 2nd floor of the Thirds Street Plaza. It shows regionalization of government in the downtown. Thank you to Webb Weekly and Sun Gazette for their meeting coverage. Mr. Metzger thanked his colleagues, Director and dedicated office staff.

Mr. Mirabito added they have offered with no strings attached at a minimal rent, with no pressure and no long-term commitment. Mr. Mirabito also thanked the Director and office staff for all they do. Mentioned Special Commissioners Meeting tomorrow night at 6:00 p.m.

Mr. Mussare offered his thanks to all staff and to his office staff and is also thankful for the work he and his two colleagues do together.

9.0 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.

None

YouTube Public Comment:

T

Thomas Adamsgood morning, commissioners, Matt and everyone present online, in person and whatever other way! I hope everyone is having a great Christmas season and if not may our prayers be with you! I regret not

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Thomas Adamsbeing there in person, thank-you for your dedicated work and for caring about our county and I really appreciate the commissioners standing by your convictions, whether or not we agree. Hopefully we

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Thomas Adamsare able to keep our eyes on The Word of God to allow Him to guide us in a correct and moral way. I think the recount should be viewed as a special project which happens from time to time,

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Thomas Adamscorrect? I volunteer to count without pay; I believe we would have enough volunteers to fill gaps where the employees are in control as supervisors. It's time for local governance to stand against the

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Thomas Adamsstate and federal bullying and attacking the constitutional voice of the people; silencing us by color of law, twisting into strange contortions law, via the PA DOS, working with taxpayer funds, to

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Thomas Adamsmanipulate their statist will over the people

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Thomas Adamsthe manipulation of law, by going through the judiciary is what our founders fought against. The laws must be followed as written in the context and time in which constructed. Anything can be

T

Thomas Adams dismantled through ignorance and disregard of Truth. I was one of 3 signatories of a petition to audit the votes in one of the county's wards. The petition was denied, because DOS lawyers twisted

10.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, January 5, 2023, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

<https://www.youtube.com/watch?v=6pBwyDC1-vs>

ATTACHMENT (A)

PERSONNEL ACTIONS:

- Prison – Julie Morlock, Clerk III, Full-Time Replacement, \$15.16 per hour, 75 hours per Pay Period, Anticipated Start Date: January 9, 2023.
- Prison – Alexandra Medford, Correctional Offer I Relief, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: January 9, 2023.
- Prison – Elijah Alexander, Correctional Offer I Relief, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: January 9, 2023.
- Prison – Shenia Blackstone, Correctional Offer I Relief, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: January 16, 2023.
- Prison – Mikaela Smith, Correctional Counselor, Full-Time Replacement, \$25.75 per hour, 75 hours per Pay Period, Anticipated Start Date: January 16, 2023.
- Commissioners Office – Marirose Neiman, Administrative Coordinator, Full-Time New Position, \$38,526.15 per year, 75 hours per Pay Period, Anticipated Start Date: January 9, 2023.
- Procurement Department – Tina Jedrzewski, Procurement and Grant Officer, Full-Time Transfer, \$40,404.00 per year, 75 hours per Pay Period, Anticipated Transfer Date: January 8, 2023.
- Resources Management Services – Taylor Budman, Equipment Operator/Mower, Part-Time New Position, \$17.00 per hour, Not to exceed 1000 hours annually, Anticipated Start Date: December 27, 2022.
- Resources Management Services – Kaide Drick, Grounds Crew/Mower, Part-Time New Position, \$14.00 per hour, Not to exceed 1000 hours annually, Anticipated Start Date: December 29, 2022.
- Resources Management Services – Tierney Drick, Floating Custodian/RMS, Part-Time New Position, \$14.50 per hour, Not to exceed 1000 hours annually, Anticipated Start Date: December 29, 2022.
- Resources Management Services – Zackery Emswiler, Equipment Operator - CDL, Part-Time New Position, \$18.00 per hour, Not to exceed 1000 hours annually, Anticipated Start Date: December 29, 2022.

DRAFT: District Attorney Office – Name Redacted, Special Detective Central Processing, Part-Time Replacement, \$18.80 per hour, not to exceed 1000 hours annually, Anticipated Start Date: January 2, 2023.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

- Prison – Implement the following staffing incentives one quarter at a time:
 - Correctional Officers who voluntarily work an overtime shift will be paid a bonus of \$100, in addition to the compensation received for working overtime.
 - Referral Program – Any current staff member who refers a person for hire in a full-time position will be paid \$500 if that person remains employed in a full-time status for six months. If that person remains employed for 12 months, the staff member will receive an additional \$500.
 - Retention/Recruiting Bonus-staff will have the option to sign a voluntary agreement to receive a bonus paid up front. \$1,500 for new hires, \$2,000 for current employees. If that person ends employment with the county prior to 1 year from signing the agreement, the staff member would be responsible for paying back the bonus at a pro-rated rate.
 - Approved on a quarterly basis.
 - (Draft)Approve the Officers identified on the Court Order as Special County Detectives to be assigned for inmate security detail when required through December 31, 2023.
- Courts (Magistrates Offices) – Reclassification requests:
 - Clerk III (Updated Job Title to Magisterial District Court Administrative Specialist) from a Paygrade 4 to a Paygrade 5.
 - Reclassification to Stacie Aldinger, Carlene Bower, Morgan Cuellar, Michelle Cuff, Erika Grimes, Erika Heeman, Yvonne Heller, Sophie Lauer, Mara Persun, Lindsay Sauers, and Tanya Smith to Paygrade 5.
 - Clerk IV (Updated Job Title Magisterial District Court Supervisor) from a Paygrade 5 to a Paygrade 6.
 - Reclassification to Amy Breen, Danielle Ehrgood, Dorothy Harlan, Shelbi Miller, and Catherine Winder.
 - Clerk IV (Updated Job Title to Magisterial District Court Lead Supervisor) from a Paygrade 5 to a Paygrade 7
 - Reclassification to Michelle Persun to a Paygrade 7.

ATTACHMENT (C)

TDA ACTIONS:

- Magistrates Offices – Reclassification requests:
 - Clerk III Job Title Change to Magisterial District Court Administrative Specialist.
 - Clerk III (Updated Job Title to Magisterial District Court Administrative Specialist) from a Paygrade 4 to a Paygrade 5.
 - Reclassification to Stacie Aldinger, Carlene Bower, Morgan Cuellar, Michelle Cuff, Erika Grimes, Erika Heeman, Yvonne Heller, Sophie Lauer, Mara Persun, Lindsay Sauers, and Tanya Smith to Paygrade 5.
 - Clerk IV Job Title change to Magisterial District Court Supervisor.
 - Clerk IV (Updated Job Title Magisterial District Court Supervisor) from a Paygrade 5 to a Paygrade 6.
 - Reclassification to Amy Breen, Danielle Ehrgood, Dorothy Harlan, Shelbi Miller, and Catherine Winder.
 - Clerk IV Job Title change to Magisterial District Court Lead Supervisor.
 - Clerk IV (Updated Job Title to Magisterial District Court Lead Supervisor) from a Paygrade 5 to a Paygrade 7
 - Reclassification to Michelle Persun to a Paygrade 7.