

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
TUESDAY, JANUARY 18, 2022
10:00 A.M.**

Present In-Person: Commissioner Metzger, Commissioner Mussare, Commissioner Mirabito, Director McDermott, and via telephone J. David Smith, Solicitor

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**

2.0 BID OPENING

- 2.1 Krista Rogers – Open the following bids:
 - Lycoming County Bridge Bundle No. 2, 3, & 4

Larson Design Group
CDR Maguire Inc.
Tectonic Engineering Consultants, Geologists & Land Surveyors, D.P.C.
McTish, Kunkel & Associates
Bassett Engineering

Navarro & Wright Consulting Engineers, Inc.

- No-Till Drill
- | | |
|------------------------------------|-----------------|
| W F WELLIVER & SON INC. | \$36,000 |
| Triple H. Equipment, Inc. | \$37,340 |

3.0 ACCOUNTS PAYABLE CASH REQUIREMENT

3.1 Brandy Clemens – Approve accounts payable cash requirement report.
\$2, 221,857.22

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

4.0 INFORMATION ITEM

4.1 Billy Clees – Notice of Solicitation of Applications for the Act 13 Fund & Marcellus Shale Legacy Fund Mini Grant Program to support park and recreation projects in Lycoming County.

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

4.0 TDA ACTIONS

5.0 Adult Probation Office: Change Clerk IV paygrade 5 to Administrative Specialist paygrade 5/6.

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

Recess Commissioners' Public Meeting for the Salary Board

6.0 SALARY BOARD

6.1 Convene Salary Board.

6.2 Matthew McDermott – Vote to approve the following salary schedule:
6.0 Adult Probation Office: Change Clerk IV paygrade 5 to Administrative Specialist paygrade 5/6.

Nicki Gottschall moved to approve. Mr. Mussare 2nd the motion. Approved 4-0.

6.3 Adjourn Salary Board

Reconvene Commissioners' Public Meeting

7.0 PERSONNEL ACTIONS

7.1 Matthew McDermott– Approve the following personnel actions:

- RMS: Ronald Stoltz, Truck Driver, Full Time Replacement, Paygrade 6, \$18.00/hour, Effective 1/24/22.
- Courts: Robin L. Rundio, Executive Secretary, Part Time New Position, Paygrade 5, \$14.64/hour, not to exceed 1,000 annually, Effective 1/19/22 .
- District Attorney: Joseph W. Hope, Assistant County Detective, Part Time New Position, Paygrade PAD, \$23.66/hour, Effective 1/24/22.
- Pre-Release Center: Jesse James Wagner, Resident Supervisor II, Full Time Replacement, Paygrade 8, \$21.78/hour, Effective 2/20/22.
- Pre-Release Center: Rickie Sue Berkheiser, Resident Supervisor, Reclassification, Paygrade 5, \$15.9929/hour, Effective 1/23/22.

- Voter Services: Nakisha J. Cramer, Clerk III, Full Time Replacement, Promotion, Paygrade 4, \$15.54/hour, Effective 2/6/22.
- Management Information Services: Rhonda L. Bodle, Record Retention Coordinator, Reclassification, Paygrade 6, \$23.53/hour, Effective 1/23/22.

Voted on entire group of Personnel Actions:

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

8.0 ACTION ITEMS

8.1 Mya Toon – Vote to approve Electronic Signature Policy 1308.

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

8.2 Mya Toon – Vote to approve Redevelopment Assistance Capital Program (RACP) funding for the DiSalvo’s Restaurant Addition and Renovation project.

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

8.3 Mya Toon – Vote to approve White Deer Golf Course/Pennsylvania College of Technology Land Conversion USFLA appraisal (2022 budgeted item).

TABLED/No Vote

8.4 Mya Toon – Vote to approve revisions to Travel and Business Related Expense Policy 504.1.

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

8.5 Mya Toon – Vote to approve Equipment Lease Agreement with John Deere (2022 budgeted item).

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

8.6 Mya Toon – Vote to approve the Agreements executed by the Director of Administration for the month of December.

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

8.7 Mya Toon – Vote to approve Amendment to Agreement with Glenn O. Hawbaker, Inc. (NRCS funded).

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

8.8 Mya Toon – Vote to approve First Amendment to Agreement with Department of Community and Economic Development (CDBG funded).

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

8.9 Kelsey Green – Vote to approve Change Order for Floodplain Housing Remediation Program (PHARE grant funded).

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

8.10 Beth Baylor – Vote to approve Agreement with Keystone Communications, LLC. (2022 budgeted item).

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

8.11 Mark Davidson – Vote to approve the Ag Land Preservation Certification of County Funds for the 2022 Program Year (2022 budgeted item).

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

8.12 Jason Yorks – Vote to approve Amendment to Agreement with Professional Petroleum Service Company (2022 budgeted item).

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

8.13 Jason Yorks – Vote to approve Change Order No. 02 with R & L Development Company (2022 budgeted item).

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

9.0 COMMISSIONER COMMENT

Effective February 3, 2022, all public meetings will now be held on Thursdays instead of Tuesdays.

Mr. Metzger – County is down 30 positions. Encourages job seekers to apply.

Mr. Mirabito – commented close to the number in the late 1980's – of women in the work force. We need to think about single parents and how to help with childcare for our workers.

10.0 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.

Jamie Flick – tennis courts update Act 13 Funding, over 1000 kids participated, school is utilizing outdoor courts also. Encourages Commissioners to keep funding recreation projects for the County.

11.0 NEXT SCHEDULED MEETING The next Commissioners Public Meeting will be held on Tuesday, January 25, 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 – visit:

<https://www.youtube.com/watch?v=8SJALGwJdUk>