

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, OCTOBER 6, 2022
10:00 A.M.**

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

ADDITIONS/CHANGES TO AGENDA NOT PREVIOUSLY POSTED

- Add Information Item 6.3:
 - Thomas Keller, Keller Partners – Levee Informational Update

- Add Salary Board and TDA Action Item:
 - Prison: Reclassification for LPN positions from a Paygrade 6, due to market adjustment, to Paygrade 10.
 - Reclassification to Sheila Lain, Paygrade 10.
 - Reclassification to Tara Savage, Paygrade 10.
 - Reclassification to Rachel Fox, Paygrade 10.

- Revise Personnel Action Item
 - Prison – Bryssa Dunkleberger, from 80 hours per Pay Period to 75 hours per Pay Period.

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

None

2.0 REPORTS

- 4.1 Reighanna Mellott – Vote ratification are the invoices due through 10/12/2022 that were paid on 10/05/2022 in the amount of \$849,323.49.

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

3.0 PERSONNEL ACTIONS

3.1 Jessica Segraves – Approve the following Personnel Actions as conditional offers of employment, subject to the successful completion of a background check and all other employment conditions:

- Prison – Bryssa Dunkleberger, Bail Release Officer, Full-Time Transfer, Paygrade 8, \$20.51 per hour, ~~75~~ 80-hours per Pay Period, Anticipated Transfer Date: 10/16/2022.
- Sheriff's Office – Eric Wolfgang, Deputy Sheriff, Full-Time Transfer from a Part-Time status, \$19.27 per hour, 80 hours per Pay Period, Anticipated Transfer Date: 10/2/2022.
- Courts – Kyle Colegrove, Law Clerk I, Full-Time Replacement, Paygrade 9, \$43,666.73 per year, 75 hours per Pay Period, Anticipated Start Date: 10/18/2022.
- District Attorney's Office – Jessica Feese, Assistant District Attorney, Full-Time Transfer, \$55,707.00 per year, 75 hours per Pay Period, Anticipated Transfer Date: 10/16/2022.

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

Recess Commissioners' Public Meeting for the Salary Board

4.0 SALARY BOARD

4.1 Convene Salary Board.

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

- Resource Management Services: Reclassification to Fully Qualified, Brian Hillis, Mechanic, Paygrade 7, 5% Adjustment.
- Treasurer's Office: Reclassification of Clerk I (Paygrade 2) positions, to Clerk III (Paygrade 4) positions.
 - Treasurer's Office: Reclassification to Clerk III Janet Day, Paygrade 4.
 - Treasurer's Office: Reclassification to Clerk III Alexis Newcomer, Paygrade 4.
 - Treasurer's Office: Reclassification to Clerk III Makenzie Bartlow, Paygrade 4.
- Coroner's Office: Reclassification to Fully Qualified, Jerold Ross, Chief Deputy Coroner, Paygrade 9, 5% adjustment.
- Courts: Reclassification of the Scheduling Technician and Administrative positions.

- Removing the Partially Qualified Statuses from these positions.
- Conservation District: Reclassification to Fully Qualified, Emily Bruce, Technician/Soil Conservation, Paygrade 8, readjusted to the beginning of Paygrade 8.
- Prison: Reclassification for LPN positions from a Paygrade 6, due to market adjustment, to Paygrade 10.
 - Prison: Reclassification to Andrea Hoover, Paygrade 10.
 - Prison: Reclassification to Sheila Lain, Paygrade 10.
 - Prison: Reclassification to Tara Savage, Paygrade 10.
 - Prison: Reclassification to Rachel Fox, Paygrade 10.

Motion remove Shelia Lain name from this agenda due to resignation letter, not to remove position from TDA. Mr. Mussare 2nd the motion. Approved 3-0

Ms. Gottschall made a motion to withdraw motion made to remove Shelia Lain, Mr. Mirabito 2nd the motion 4-0.

Mr. Mirabito moved to approve Salary Board items. Mr. Mussare 2nd the motion. Approved 4-0

4.3 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

5.0 TDA ACTIONS

5.1 Jessica Segraves – Approve the following TDA actions:

- Resource Management Services: Reclassification to Fully Qualified, Brian Hillis, Mechanic, Paygrade 7, 5% Adjustment.
- Treasurer's Office: Reclassification of Clerk I (Paygrade 2) positions, to Clerk III (Paygrade 4) positions.
 - Treasurer's Office: Reclassification to Clerk III Janet Day, Paygrade 4.
 - Treasurer's Office: Reclassification to Clerk III Alexis Newcomer, Paygrade 4.
 - Treasurer's Office: Reclassification to Clerk III Makenzie Bartlow, Paygrade 4.
- Coroner's Office: Reclassification to Fully Qualified, Jerold Ross, Chief Deputy Coroner, Paygrade 9, 5% adjustment.

- Courts: Reclassification of the Scheduling Technician and Administrative positions.
 - Removing the Partially Qualified Statuses from these positions.
- Conservation District: Reclassification to Fully Qualified, Emily Bruce, Technician/Soil Conservation, Paygrade 8, readjusted to the beginning of Paygrade 8.
- Prison: Reclassification for LPN positions from a Paygrade 6, due to market adjustment, to Paygrade 10.
 - Prison: Reclassification to Andrea Hoover, Paygrade 10.
 - Prison: Reclassification to Sheila Lain, Paygrade 10.
 - Prison: Reclassification to Tara Savage, Paygrade 10.
 - Prison: Reclassification to Rachel Fox, Paygrade 10.

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

6.0 INFORMATION ITEMS

- 6.1 John Lavelle – Announce preliminary budget for ARPA funds.
- 6.2 Shannon Rossman – Acknowledge the County will be requesting bids for Williamsport Region Relief Well Rehabilitation and Replacement Project.
- 6.3 Thomas Keller, Keller Partners – (via telephone) Levee Informational Update

7.0 ACTION ITEMS

- 7.1 Jamie Shrawder – (via telephone) Vote to approve Amendment to Professional and Administrative Services Agreement with SEDA-COG (2020 CDBG-CV grant funded).

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

- 7.2 Mya Toon – (presented by Matt McDermott) Vote to approve Victim/Witness Services grant application to Pennsylvania Commission on Crime and Delinquency.

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

- 7.3 Mya Toon – (presented by Matt McDermott) Vote to award and approve ITB for Food Products to Keyco Distributors, Inc., Feesers, Inc. and Sysco Central Pennsylvania (2022 budgeted item).

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

- 7.4 Mya Toon – (presented by Matt McDermott) Vote to approve Amendment to Lease Agreement with UPMC Williamsport.

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

- 7.5 Jason Yorks – (via telephone) Vote to approve Master Power Purchase and Sale Agreement with Energy Power Investment Company, LLC (2022 budgeted item).

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

7.6 Jason Yorks – (via telephone) Vote to approve Amendment to Agreement with Federal Bureau of Prisons (2022 budgeted items).

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

7.7 Jenny Picciano – Vote to approve Amendment to Agreement with ATC Group Services (2022 budgeted item).

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

8.0 COMMISSIONER COMMENT

None

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.

YouTube Public Comments: **None**

John Sanders/City of Williamsport: Thanked County for contribution(s) to Levee Project, the City is also contributing parallel funds.

Thomas Adams/Williamsport: Topics: Current events as per the internet; lack of accuracy of news; move toward original principles of founding fathers.

10.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on **Thursday, October 13, 2022, 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=p1-1D-CgU0Y>

KELLER PARTNERS & COMPANY

Report to the Lycoming County Commissioners October 6, 2022; 10AM

Thank you for your partnership with Keller Partners & Company. We are pleased to provide you with this overview of our work on behalf of the County and our suggested next steps for the fall and 2023. Again, thank you for the opportunity to serve you!

I. Update on Current Federal Priorities

- **US Army Corps of Engineers Levee Risk Assessment Project** – Building on Keller Partners involvement in the levee rehabilitation efforts, Keller Partners initiated and coordinated a collective effort of the County, City, Water Authority, Congressman Keller, FEMA and US Army Corps, that will lead to achieving certification and accreditation for the Williamsport levee. This culminated in a regional stakeholder meeting and tour of the levee with all parties in October 2021 that resulted in agreement by the Army Corps to prepare a Risk Assessment of the levee system that will enable streamlining of critical work that would potentially save millions of dollars in required investments. The Assessment is underway and will be completed by the end of next year.

We need to keep engaged with the Army Corps during this Risk Assessment to ensure that the process is proceeding as it should and to report to the Congress on its progress.

- **Congressionally Direct Spending/Community Project Funding Request (Earmarks)** – In 2021, Keller Partners assisted in submitting a joint City/County funding request to augment the work on the levee system. Both Congressman Keller and Senator Casey officially requested funding from the Appropriations Committee for the levee. In the end, \$8 million was included and passed by the Committee for the levee (Congressman Keller devoted his entire earmark amount to the levee). Senator Casey officially requested \$1 million for the Central Forensic and Judicial Services Building project which didn't make it into the final bill.

We need to keep pushing the Congressional delegation on making sure the \$8 million stays in throughout the Appropriations process until final passage in December.

- **Excellent Congressional Meetings on June 9, 2022** – Chairman Metzger, Matt McDermott and Shannon Rossman came to Washington for meetings with the Congressional delegation. These were excellent meetings that resulted in levee support in the appropriations process. We also discussed other needs including the Central Forensic and Judicial Services Building project.

With a new Senator and two new House members representing Lycoming County next year, we need to plan another trip to Washington for meetings early in 2023.

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