

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
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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
THURSDAY, FEBRUARY 9, 2023
10:00 A.M.**

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

Mr. Mirabito moved to approve the addition of: *7.1.a Community Development Block Grant Program CDBG 2020 FFY 2020-CV Budget Modification Certification; 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

- 2.1 Kalen Barnes – Vote to ratify invoices due through 02/15/2023 that were paid on 02/08/2023 in the amount of \$1,910,371.55

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 as outlined in Attachment (A).

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 Matthew McDermott – Vote to approve the following salary board actions as outlined in Attachment (B).
- 4.3 Adjourn Salary Board.

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

Reconvene Commissioners' Public Meeting

5.0 TDA ACTIONS

5.1 Jessica Segraves – Approve the following TDA actions as outlined in Attachment (C).

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

Recess Commissioners Meeting for the Community Development Block Grant Public Hearing

6.0 CDBG PUBLIC BUDGET MODIFICATION HEARING FOR FFY 2020-CV COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

6.1 Convene Public Hearing

6.2 Jamie Shrawder – Review of proposed FFY 2020-CV Budget Modification Review of FFY 2020-CV Budget Modification Certification.

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

6.3 Public Comment

None

6.4 Adjourn Public Hearing

Reconvene Commissioners' Public Meeting

7.0 ACTION ITEMS

7.1 Jamie Shrawder – Vote to approve CDBG 2020 Budget Revision Certification (2020 CDBG funded).

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

*7.1.a FFY 2020-CV CDBG 2020 Budget Modification Certification.

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

7.2 Kristin McLaughlin – Vote to award ARPA Water & Sewer grants to the following:

- Lycoming County Water & Sewer Authority = \$500,000.00
- Muncy Borough Municipal Authority = \$207,346.00
- Williamsport Municipal Water Authority = \$250,000.00
- Williamsport Sanitary Authority = \$250,000.00
- Montoursville Borough = \$250,000.00

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

7.3 Kristin McLaughlin – Vote to award ARPA Business Assistance grants to the following:

- Julie's Café = \$50,000.00
- V & M DiSalvo Corp = \$50,000.00

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

- 7.4 Matthew McDermott – Vote to rescind the following 2023 appointments to SEDA-Council of Governments Board of Directors, from 01/19/2023:
- Tony Mussare, Additional Commissioner Representative

- 7.5 Matthew McDermott – Vote to approve the following 2023 appointments to SEDA-Council of Governments Board of Directors:
- Howard Fry, Additional Representative

Mr. Mirabito moved to approve, 7.4 & 7.5. Mr. Mussare 2nd the motion. Approved 3-0

- 7.6 Mya Toon – Vote to approve the list of Agreements approved by the Director of Administration for the month of January.

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

- 7.7 Mya Toon – Vote to approve County Criminal Justice Advisory Board Technical Assistance and Training Grant Request Form to Pennsylvania

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

- 7.8 Commission on Crime and Delinquency (2023 budgeted item).

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

- 7.9 Mya Toon – Vote to approve Adult Probation Grant-In-Aid application to Pennsylvania Commission on Crime and Delinquency (2023 budgeted item)

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

- 7.10 Mya Toon – Vote to approve Intergovernmental Agreement with Centre County Correctional Facility (2023 budgeted item).

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

- 7.11 Matthew Long – Vote to approve Agreement for Delegation of Administrative Responsibilities for the Agriculture Conservation Assistance Program (Agriculture Conservation Assistance grant funds).

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

- 7.12 Maleick Fleming – Vote to approve Amendment to Subrecipient Agreement with Ways Garden (Act 13 funds).

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

- 7.13 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with STEP, Inc. (2022 PHARE funds).

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

- 7.14 Maleick Fleming – Vote to approve Amendment to Subrecipient Agreement with East Lycoming Recreation Authority (Act 13 funds).

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

7.15 Kate Nickles – Vote to approve Agreement with Steelfusion Clinical Toxicology Laboratory LLC (2023 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.

Christine Weigle/ LCSWA: Thanked the Commissioners for assistance to Franklin Township/Lairdsville

Jack McKernan / Williamsport PA: Thinks CCAP should assist with legalities with Controllers

Thomas Adams / Williamsport PA: Discussed social influences. reading from scripture Proverbs, carbon dioxide .

YouTube Public comment:



10:06 AM Airneezer Page Lycoming Leadership class of 2020, "The best class ever" !

10.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, February 16, 2023, 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 follow the link below:

<https://www.youtube.com/watch?v=RPXB2RiNLmU>

ATTACHMENT (A)

PERSONNEL ACTIONS:

- Adult Probation Office - Denise Breen, Clerk III, Full-Time Replacement, \$16.17 per hour, 75 hours per Pay Period, Anticipated Start Date: February 13, 2023.
- Information Services – Phillip Bergeman, Software Specialist, Full-Time Replacement, \$47,250 per year, 75 hours per Pay Period, Anticipated Start Date: February 21, 2023.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

- Tax Assessment: Request to add a Full-Time, 75 hours per Pay Period, Non-Exempt Lead Field Assessor position at a Paygrade 7.
- Tax Assessment – Request to add a Full-Time, 75 hours per Pay Period, Non-Exempt, Tax Claim Assistant/Financial Technician at a Paygrade 7.
- District Attorney’s Office – Reclassifications requests:
 - Request to eliminate the Office Administrator Role
 - Request to eliminate 2 Part-Time Clerk III Roles
 - Request to add 2 Full-Time Clerk III, 75 hours per Pay Period, Non-Exempt, Clerk III position.
 - Request to move Abigail Buchner, Victim Witness Coordinator, to a Fully Qualified Status at a Paygrade 8. Effective January 8, 2023.
- District Attorney’s Office
 - Request to update Special County Detectives participating in the Narcotics Enforcement Unit.
 - Request to update Special County Detectives participating in the DUI Roving Patrol.
 - Request to update Special County Detectives participating in DUI Center.
- Conservation District – Reclassify the West Nile Virus Technician position from a Paygrade 7 to a Paygrade 6.
 - Tim Tyson to move from a Paygrade 7 to a Paygrade 6.
- Courts – Reclassification requests:
 - Reclassify the Law Clerk position from a Paygrade 9 to a Paygrade 12.
 - Request to move Kyle Colegrove from a Paygrade 9 to a Paygrade 12.
 - Reclassify the Law Clerk II w/ Experience position from a Paygrade 11 to a Paygrade 12.
 - Request to move Jennifer Linn, Laurel Fox, Joseph Ruby, and Taaha Rehmani from a Paygrade 11 to a Paygrade 12.
 - Reclassify the Law Clerk II position from a Paygrade 11 to a Paygrade 12.
 - Position currently on hold on the TDA.
 - Reclassify the Domestic Relations Attorney from a Paygrade 11 to a Paygrade 12.
 - Position is currently posted.

ATTACHMENT (C)

TDA ACTIONS:

- Tax Assessment: Request to add a Full-Time, 75 hours per Pay Period, Non-Exempt Lead Field Assessor position at a Paygrade 7.
- Tax Assessment – Request to add a Full-Time, 75 hours per Pay Period, Non-Exempt, Tax Claim Assistant/Financial Technician at a Paygrade 7.
- District Attorney’s Office – Reclassifications requests:
 - Request to eliminate the Office Administrator Role
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 - Request to move Jennifer Linn, Laurel Fox, Joseph Ruby, and Taaha Rehmani from a Paygrade 11 to a Paygrade 12.
 - Reclassify the Law Clerk II position from a Paygrade 11 to a Paygrade 12.
 - Position currently on hold on the TDA.
 - Reclassify the Domestic Relations Attorney from a Paygrade 11 to a Paygrade 12.
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