

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

Telephone (570) 320-2124
Fax (570) 320-2127

COUNTY of LYCOMING
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

www.lyco.org
county.commissioners@lyco.org

**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
THURSDAY, FEBRUARY 23, 2023
10:00 A.M.**

Present: Commissioner Metzger, Commissioner Mussare Commissioner Mirabito, Director Matthew McDermott, and Solicitor Michael Wiley.

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 BID OPENING

- 2.1 Krista Rogers – Open the following bid:
 - Grave Flags

Company Name	Submitted Amount	Date Submitted
Rocky Mountain Flag Company	\$46,036.80	2/13/2023 11:45 AM
ConServ Flag Company	\$38,430.72	2/13/2023 12:34 PM
FlagZone LLC	\$34,427.52	2/10/2023 9:49 AM
National Flag and Display dba Metro Flag	\$34,827.84	2/17/2023 2:00 PM
ONE NATION INDUSTRIAL LLC	\$43,634.88	2/13/2023 11:10 AM
Keystone Advertising Specialties	\$69,655.68	2/14/2023 5:01 PM
AGAS MFG Inc.	\$66,052.80	2/16/2023 2:40 PM
M&M Odds & Ends LLC	\$98,879.04	2/16/2023 8:43 PM
U.S. FLAG MAKER	\$38,430.72	2/16/2023 10:48 AM

3.0 REPORTS

- 3.1 Kalen Barnes – presented for ratification are invoices due through March 01, 2023 paid on February 22, 2023 in the amount of \$1,001,808.87

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

4.0 PERSONNEL ACTIONS

- 4.1** 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

5.0 SALARY BOARD

- 5.1** Convene Salary Board.

- 5.2** Matthew McDermott – Vote to approve the following salary board actions as outlined in Attachment (B).

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

- 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).

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

7.0 INFORMATION ITEMS

- 7.1** Mya Toon – Acknowledge the County will be requesting bids for the following:
- Food Products
 - Bridge Bundle 4

8.0 ACTION ITEMS

- 8.1** Mya Toon – Vote to approve Agreement with John S. O'Brian.

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

- 8.2** Mya Toon – Vote to approve Agreement with Northumberland County (2023 budgeted item).

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

- 8.3** Mya Toon – Vote to approve the acceptance of Bureau of Justice Assistance Smart Probation Planning Grants grant award.

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

- 8.4** Jason Yorks – Vote to approve participation in the Pick Up Pennsylvania initiative with PA Department of Environmental Protection (2023 budgeted item)

No Vote taken due to conversation

8.5 Maleick Fleming – Vote to approve Amendment to Subrecipient Agreement with McNett Township (Act 13 funded).

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

8.6 Shannon Rossman – Vote to approve Agreement with Delta Development Group, Inc. (2023 budgeted item).

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

8.7 Forrest Lehman – Vote to approve the U.S. Department of Justice ADA Checklist for Polling Places as the survey instrument to be used to assess accessibility at county polling place locations.

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

8.8 Forrest Lehman – Vote to approve the designation of the Director of Administration as the ADA Coordinator for the County.

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

9.0 COMMISSIONER COMMENT

No Comments

10.0 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.

Marc Sortman – Loyalsock Township Supervisor Commented that the bridge bundling project was an excellent program that benefited everyone and kept the tax money in the township. He also questioned why buildings aren't already up to ADA code.

Tom Adams Williamsport – Topics covered: quoted scripture, voting places being accessible, worshiping technology, University of Pittsburgh research and Planned Parenthood

YouTube Public Comments:

None

11.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, March 2, 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

<https://www.youtube.com/watch?v=skCEY28dipQ&t=1s>

ATTACHMENT (A)

PERSONNEL ACTIONS:

- Pre-Release Center – Sara Fisher, Resident Supervisor I, Full-Time Replacement, \$17.18 per hour, 80 hours per Pay Period, Anticipated Start Date: March 6, 2023.
- Human Resources – Tatyana Turner, Human Resources Generalist, Full-Time New Position, \$18.38 per hour, 75 hours per Pay Period, Anticipated Start Date: March 6, 2023.
- Juvenile Probation Office – Megan Heliminiack, Juvenile Probation Officer, Full-Time Replacement, \$21.95 per hour, 75 hours per Pay Period, Anticipated Start Date: February 28, 2023.
- Facilities Maintenance Requests:
 - Request to update (3) Current Maintenance II positions to \$20.00 per hour.
 - Niles Stover, John Zay, and Patrick Maggs to have compensation adjusted.
 - Request to update (5) Current Maintenance III positions to \$26.00 per hour.
 - James Guffey, Dennis Straub, David Allen, Nathan Tucker, and Gregory Costa to have compensation adjusted.
 - Request to update (2) Current vacant Maintenance III – HVAC positions to \$28.00 per hour.
 - Request to update (1) Current Maintenance III – Electrical position to \$28.00 per hour.
 - Chad Weaver to have compensation adjusted.
 - Request to update (1) Current Maintenance Supervisor position to \$32.00 per hour.
 - Joseph Kyle to have compensation adjusted.
 - Request to update (1) Current Maintenance Manager position to \$34.00 per hour.
 - Mark Bennardi to have compensation adjusted.
- Department of Public Safety – Logan Laidacker, Telecommunicator II, Part-Time Replacement, \$21.95 per hour, Not to Exceed 1000 hours in a year, Anticipated Start Date: February 24, 2023.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

- Resource Management Services – Request to replace 10 Part-Time Recycling Laborer positions with 5 Full-Time, 80 hour per Pay Period, Recycling Laborer positions.
 - These will remain at \$14.50 per hour.

- Facilities Maintenance Requests:
 - Request to add (2) Maintenance II positions at \$20.00 per hour.
 - Request to add (1) Maintenance III position at \$26.00 per hour.
 - Request to add (1) Maintenance III – HVAC position at \$28.00 per hour
 - Request to add (1) Maintenance III – Electrical at \$28.00 per hour.
 - Request to add (1) Project Foreman at \$32.00 per hour.

- Request to update all (3) Telecommunicator Trainees at Paygrade 7 to Part-Time Telecommunicator II's at Paygrade 8.

ATTACHMENT (C)

TDA ACTIONS

- Resource Management Services – Request to replace 10 Part-Time Recycling Laborer positions with 5 Full-Time, 80 hour per Pay Period, Recycling Laborer positions.
 - These will remain at \$14.50 per hour.

- Facilities Maintenance Requests:
 - Request to add (2) Maintenance II positions at \$20.00 per hour.
 - Request to add (1) Maintenance III position at \$26.00 per hour.
 - Request to add (1) Maintenance III – HVAC position at \$28.00 per hour
 - Request to add (1) Maintenance III – Electrical at \$28.00 per hour.
 - Request to add (1) Project Foreman at \$32.00 per hour.

- Request to update all (3) Telecommunicator Trainees at Paygrade 7 to Part-Time Telecommunicator II's at Paygrade 8.