

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  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING MINUTES  
THURSDAY, OCTOBER 19, 2023  
10:00 A.M.**

**Present: Commissioner Metzger, Commissioner Mussare Commissioner Mirabito, Director Matthew McDermott, and Solicitor Chris Kenyon.**

**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 2<sup>nd</sup> the motion. Approved 3-0**

- 1.5 Public Comment on Agenda Items Only

**William Fenderson, Woodward Twp., asked what the balance of the general fund was as of the last meeting. The Commissioners explained that number is always changing based on what expenditures are being paid. Mr. Metzger informed him that of the three taxing bodies the County is the lowest.**

**2.0 REPORTS**

- 2.1 Kalen Barnes – Vote to ratify invoices due through 10/25/23 to be paid on 10/18/23 in the amount of \$2,536,358.32.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

**3.0 INFORMATION ITEMS**

- 3.1 Mya Toon – Acknowledge the County will be requesting proposals for Solicitor Services for Voter Services (2023/2024 budgeted item).
- 3.2 Austin Daily – Presentation on Long Range Transportation Plan – Copy of presentation attached.

**Mr. Daily informed the public that they are accepting public comment on the plan until November 13, 2023 and the final plan will be adopted on December 4, 2023.**

**Mr. Mirabito recommends that the next board of Commissioners look at ways to develop an emergency fund.**

**Mr. Metzger commented on the County's use of ACT 13 monies.**

**Mr. Mirabito remarked on the need to get people to move to the county and grow the population. He touched upon growing tourism through outdoor recreation. There is also a need for activities for the families to do, good early learning programs and good schools.**

**Mr. Metzger added that affordable housing is imperative. People are coming here for jobs. They are buying houses in nearby counties and commuting here to work.**

#### **4.0 PERSONNEL ACTIONS**

- 4.1 Allison Wolfe – 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 2<sup>nd</sup> the motion. Approved 3-0**

#### **5.0 ACTION ITEMS**

- 5.1 Kristin McLaughlin – Vote to approve Amendment to Subrecipient Agreement with Jersey Shore Joint Water Authority in the amount of \$1,000,000 (ARPA funds).

Ms. McLaughlin requested that 5.1 be removed from the agenda. She is waiting to receive information back regarding this.

**Mr. Mirabito moved to table item 5.1 from the agenda. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0 to table item 5.1.**

- 5.2 Kristin McLaughlin – Vote to approve Amendment to Subrecipient Agreement with Lycoming Water and Sewer Authority in the amount of \$500,000 (ARPA funds).

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

- 5.3 Matthew McDermott – Vote to approve Resolution 2023-22 approving a plan of financing by the Lycoming County Authority to undertake a project for the benefit of Lycoming College.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

- 5.4 Mya Toon – Vote to approve price quote with EFORCE for the data conversion of Lycoming Regional Police, Montoursville Police Department, South Williamsport Police Department, Muncy Police Department, and Hughesville Police Department in the amount of \$125,000 (ARPA funds).

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

- 5.5 Mya Toon – Vote to approve Memorandum of Understanding with Jersey Shore Borough and Citizens House Fire Company.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

- 5.6 Mya Toon – Vote to approve purchase and installation of garage door openers for the new Coroner’s Office Building from MR Garage in the amount of \$11,378 (2023 budgeted item).

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

5.7 Beth Baylor for Jeff Hutchins – Vote to approve upfit costs for task force vehicle in the amount of \$33,214.62 (SARA fees & NCTF funds).

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

5.8 Beth Baylor – Vote to approve Amendment to Agreement with Motorola Solutions, Inc. in the amount of \$104,736.90 (2023 budgeted item).

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

5.9 Forrest Lehman – Vote to approve revised pay schedule for County polling place facilities.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

**Mr. Lehman commented on the Emergency Board of Elections Hearing held on 10.17.23. He reported that one of the polling places had emergency construction so is unable to be used on election day. Letters are being sent to voters and residents in the affected area. A media release has been issued and the change will be reflected in the list of polling places on the website.**

5.10 Alexa Bixel – Vote to approve 2024 CAP Coordinator and Implementation Grant to Department of Environmental Protection in the amount of \$300,000 (2023 budgeted item).

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

5.11 Jenny Picciano – Vote to approve the following 2023 Pennsylvania Housing Affordability and Rehabilitation Enhancement Agreements with Pennsylvania Housing Finance Agency in the amount of \$1,000,000:

- Homes-In-Need: \$200,000
- Supporting Housing Program: \$200,000
- Remainder of programs (MS contract): \$600,000

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

## **6.0 COMMISSIONER COMMENT**

**Mr. Mussare expressed that one of the biggest problems in this area is childcare and the cost of childcare. It's important to know what the expectations of the state, the government and the general population are for our preschool children. We need to figure out how to make it affordable for families.**

**Discussion was held on the Early Learning funding. Mr. Mirabito pointed out the difference between early learning and its long-term benefits versus childcare.**

**Mr. Metzger pointed out that it comes down to being able to pay a childcare worker a livable wage and still keep it affordable for families. Childcare centers can't afford to pay trained workers to teach the children.**

The three Commissioners commented on their meeting with Mrs. Helen Pesotine where they presented her with a Proclamation for her 100<sup>th</sup> birthday. They enjoyed meeting her and her family. They all wish her a Happy Birthday and the best of luck.

## **7.0 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.

**Mr. William Fenderson, Woodward Township commented on his belief that the Non-Profit Agencies/Companies in the county should pay their fair share of taxes and should not be exempt. He pointed out that many of the CEO's of these companies are making astronomical salaries while the senior population is carrying the burden of the taxes. Mr. Fenderson spoke about the impact of increased taxes due to the highway construction on the municipalities and townships for the cost of the lighting. He remarked that Seniors and those with disabilities need more assistance.**

**Mr. John Shireman, Jersey Shore expressed his concerns about the plans for the new Jersey Shore municipal building, the impact of the expansion of the West Company and the seven-year waiver for taxes granted to the school district and West Company on the residents. He noted that there is no room for housing growth in Jersey Shore. He expressed his frustration about Washu Run project and his concerns that the construction costs will continue rising the longer it takes to get the project done.**

**Mr. Mirabito explained why the LERTA was put in place for the West Company expansion. He also pointed out that there is a lot of grant money coming into this multi-use building.**

**Mr. Metzger pointed out that the County recently allocated money to the Jersey Shore Water Authority to update the aging water system. He assured Mr. Shireman that the Commissioners recognize Jersey Shore as a very important community within the County. Mr. Metzger pointed out that they are one of three taxing bodies. Of the three, the County has the lowest tax rate and offers the most services.**

**Tom Adams, Williamsport read a prayer. He described his experience at the Domestic Violence vigil as eye opening hearing the different stories. In his opinion a non profit such as the YWCA shouldn't be taxed. Mr. Adams commented about LERTA and asked questions about E Force which were answered.**

**Mr. Mirabito explained the difference between for profit and nonprofit for the public.**

**Forrest Lehman, Williamsport commented on how he and his family have been impacted by the recent childcare center closing. Mr. Lehman and his family moved to this area in 2008. He pointed out that for a family that is planning on moving here the things they look at are housing, schools and childcare. He pointed out that the biggest challenge of childcare at this time is the lack of childcare facilities. Most places aren't even putting you on a**

waiting list because the list is so long. He talked about a childcare program that Kentucky started.

**YOU TUBE PUBLIC COMMENT**

None

**8.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, October 26, 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 CLICK ON THE LINK BELOW:***

***[https://www.youtube.com/watch?v=Qx5mHJ\\_hg\\_8](https://www.youtube.com/watch?v=Qx5mHJ_hg_8)***

## ATTACHMENT (A)

### PERSONNEL ACTIONS:

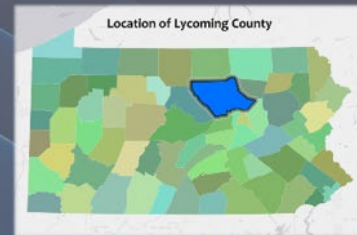
- Assessment – Emmalynn Gillen, Clerk III, Full-Time Replacement, \$15.88 per hour, 75 hours per Pay Period, Transfer Date: October 29, 2023.
- Resource Management Services – Gary Evans, Equipment Operator, Full-Time Replacement, \$20.09 per hour, 80 hours per Pay Period, Transfer Date: October 29, 2023.
- Resource Management Services – Carissa Seals, Comptroller/Business Manager, Full-Time Replacement, \$78,400.00 per year, 80 hours per Pay Period, Transfer Date: November 12, 2023.
- Public Defender’s Office – Alyssa Fenoy, Assistant Public Defender, Full-Time Replacement, \$60,500 per year, 75 hours per Pay Period, Transfer Date: October 29, 2023.
- Juvenile Probation Office – Andrew Arnold, Juvenile Probation Officer II, Full-Time Replacement, \$23.82 per hour, 75 hours per Pay Period, Retro Date: April 10, 2023.
- Juvenile Probation Office – Megan Helminiak, Juvenile Probation Officer II, Full-Time Replacement, \$23.82 per hour, 75 hours per Pay Period, Retro Date: February 27, 2023.
- Juvenile Probation Office – Kaitlin Lunger, Juvenile Probation Officer II, Full-Time Replacement, \$24.53 per hour, 75 hours per Pay Period, Retro Date: January 1, 2023.



Agency  
Coordination  
Meeting  
July 26, 2023



- ▶ Single County MPO
- ▶ Host agency is the Lycoming County Department of Planning and Community Development
- ▶ Our urbanized area is third class city of Williamsport and suburbs
- ▶ Overwhelmingly rural, almost a third of county is DCNR State Forest or PGC Game Lands



## WILLIAMSPORT AREA TRANSPORTATION STUDY (WATS) MPO

MPOs established in 1960s by federal legislation

Created requirement that a local planning board must approve all state expenditures of federal funds on transportation projects (highway, bridge, and transit)

There are about 500 MPOs in the United States

Every urbanized area with a population over 50,000 must have an MPO

Lycoming County government serves as a contractor to the federal government to provide administrative support to the MPO

MPO activities are 80% funded by federal grants and 20% funded by state funds

#### WATS TECHNICAL COMMITTEE MEMBERSHIP

**Seven Voting Members:**  
PennDOT Center for Program Development and Management Representative  
PennDOT Engineering District 3-0 Representative  
Lycoming County Planning and Community Development Director  
Lycoming County Planning Commission Member  
River Valley Transit General Manager  
Williamsport Regional Airport Executive Director  
City of Williamsport Engineer/Community Development Director

**Four Non-voting Members:**  
Federal Highway Administration  
Federal Transit Administration  
PA Department of Community and Economic Development  
Bullington Trailways (intercity bus service provider)

#### WATS COORDINATING COMMITTEE MEMBERSHIP

**Eleven Voting Members:**  
PennDOT Engineering District 3-0 Executive  
PennDOT Deputy Secretary for Planning  
Two Lycoming County Commissioners  
Mayor, City of Williamsport  
Council Members, City of Williamsport  
River Valley Transit General Manager  
SEDA-COG Joint Rail Authority Executive Director  
Williamsport Regional Airport Executive Director  
Lycoming County Association of Township Officials Representative  
Lycoming County Borough Representative

**Four Non-voting Members:**  
Federal Highway Administration  
Federal Transit Administration  
US Department of Housing and Urban Development  
PA Department of Community and Economic Development

## WILLIAMSPORT AREA TRANSPORTATION STUDY (WATS) MPO

Our MPO board has member organizations by bylaws, not appointed individuals

Each organization decides who they will send to MPO meetings

We have a technical committee that reviews things in depth and a coordinating committee that formally approves all MPO actions

UPWP – Work Program, or things the tasks that our staff will complete to support the MPO

TIP – Transportation Improvement Program, a listing of the specific projects that will be funded with federal or state funds in our area in the near future

LRTP – Long Range Transportation Plan, sets long term goals and direction for the future programming of projects and MPO work tasks

#### ▶ Two advisory committees:

- ▶ Transit
- ▶ Bicycle/Pedestrian

## WILLIAMSPORT AREA TRANSPORTATION STUDY (WATS) MPO



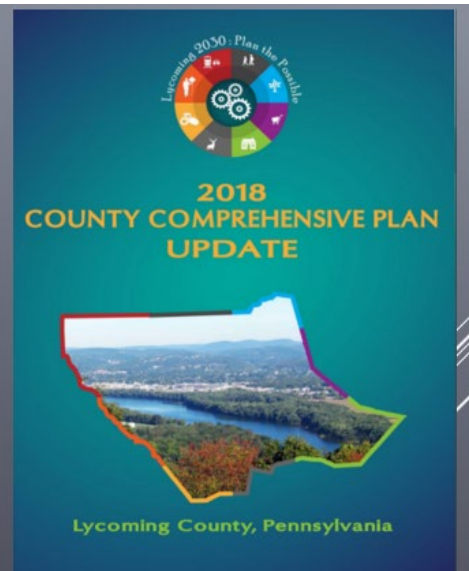
- ▶ WATS Tech Committee has served as plan steering committee
- ▶ Full rewrite
- ▶ 100% in-house effort of MPO staff and committee members
- ▶ First attempt at incorporating scenario analysis



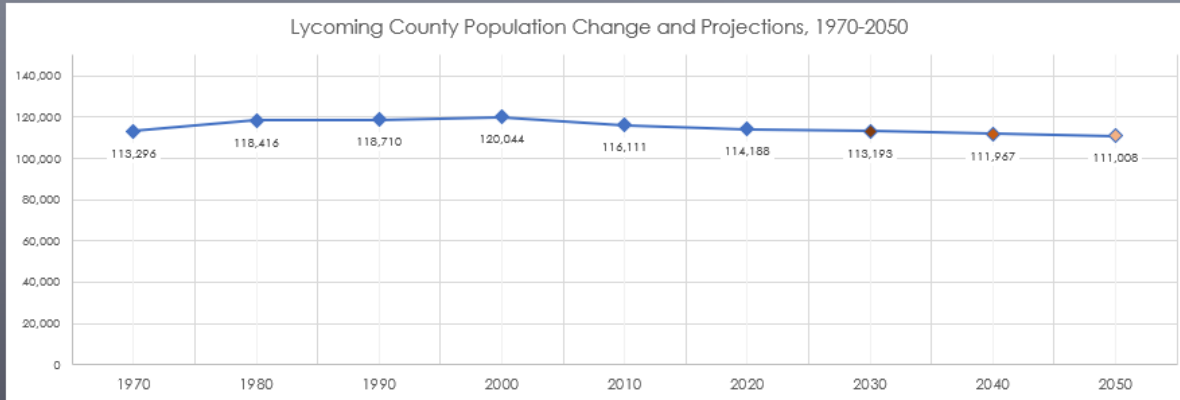
## PLAN DEVELOPMENT

All of these plans contain transportation elements and they have all already gone through the planning process with public involvement

- ▶ Prioritized reliance on existing plans for projects and emphasis areas
  - ▶ Statewide LRTP, SHSP, CFMP
  - ▶ County comprehensive plans
  - ▶ Hazard mitigation plan
  - ▶ Parks, Recreation, Open Space, and Greenway Plan
  - ▶ PennDOT Regional Operations Plan
  - ▶ CSVT Special Impact Study



## PLAN DEVELOPMENT

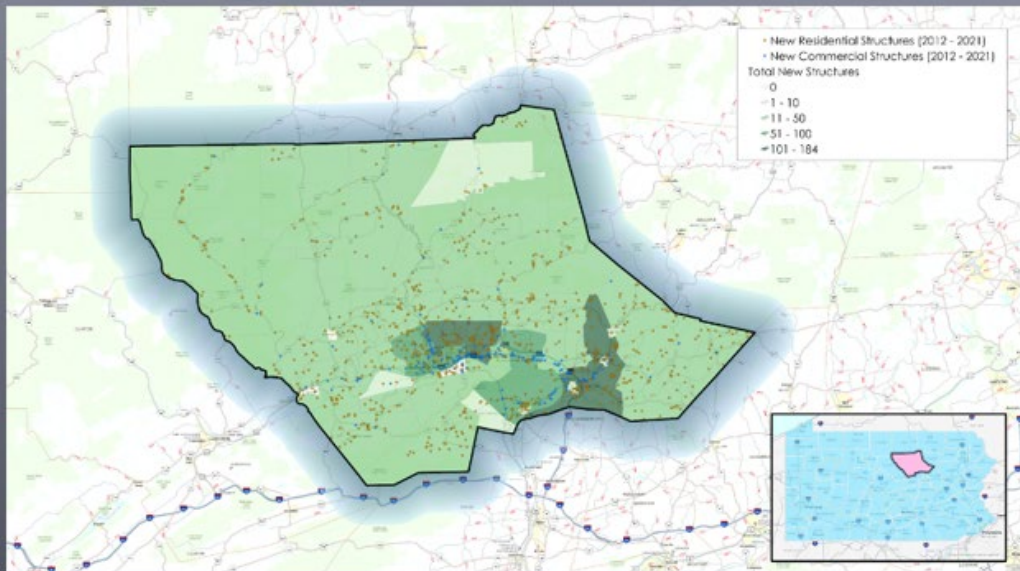


## MAJOR DEMOGRAPHIC AND LAND USE TRENDS

Our primary, most likely projection for population change in Lycoming County out to the year 2050

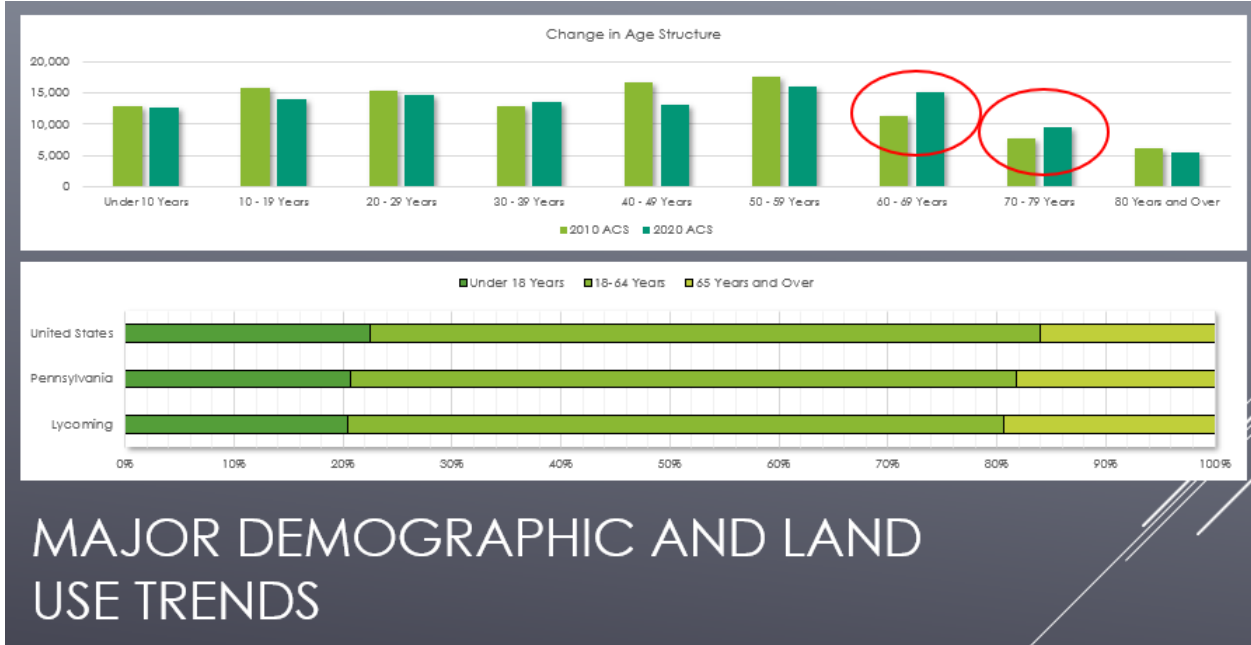
Based on individual projections for each of the 52 municipalities of the county

Main components of the analysis are the 50-year trend in population change and the age structure of the municipality

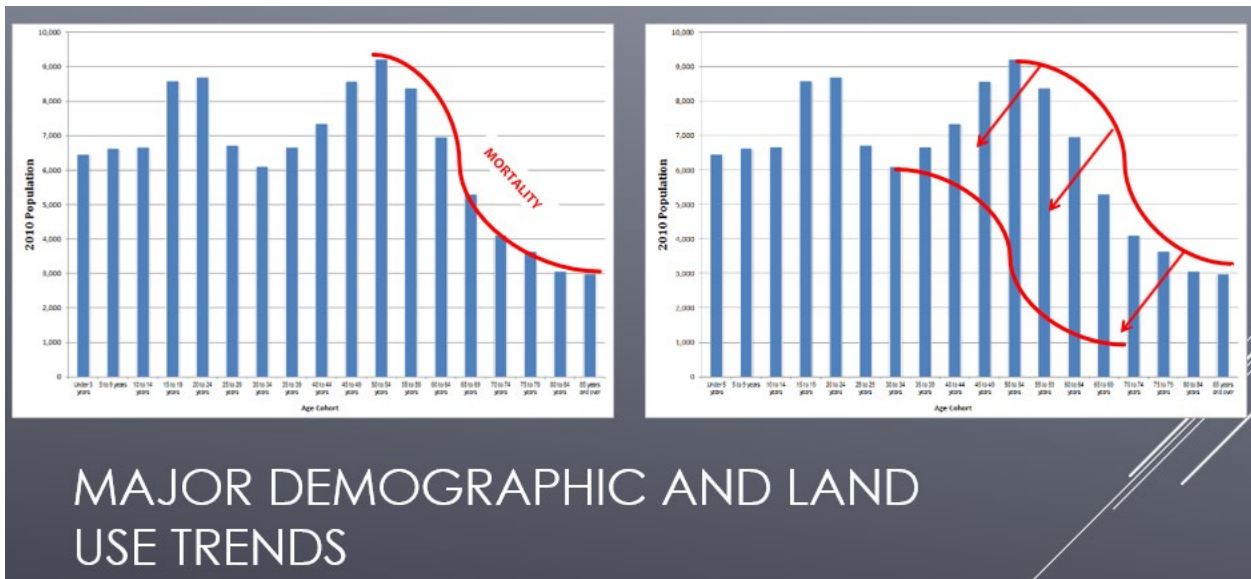


## MAJOR DEMOGRAPHIC AND LAND USE TRENDS

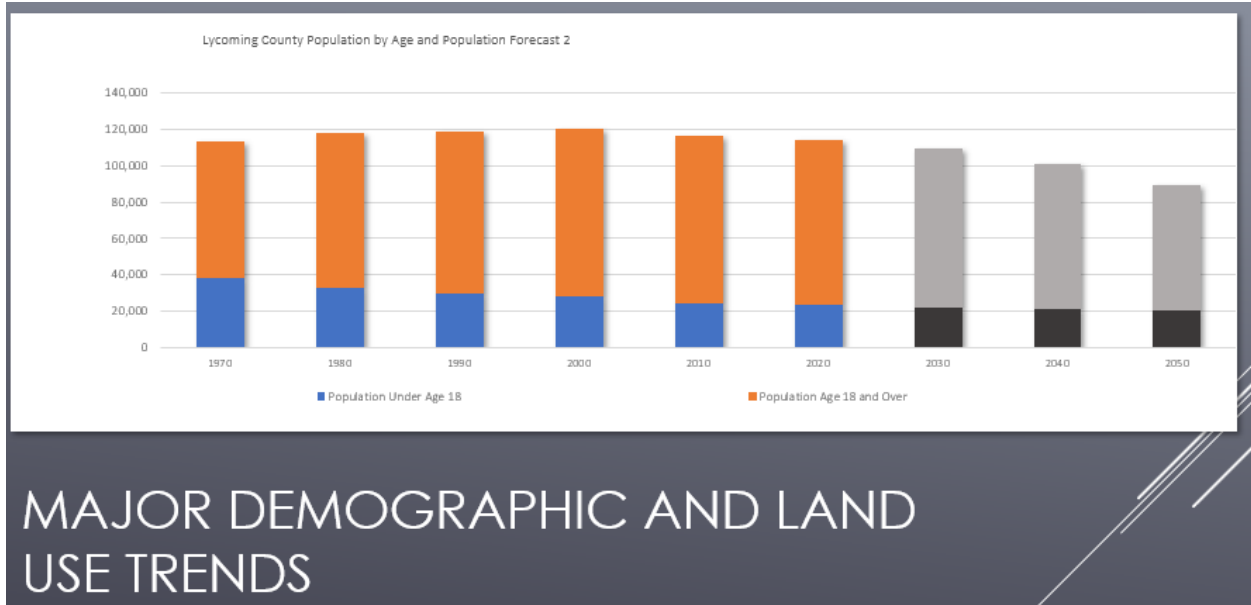
We also have access to the tax assessment database and are able to track where new residential and commercial structures are being built. This information was used to adjust our model. It's extremely important to point out that although we are primarily concerned with the OVERALL county demographic trends, there are some areas of the county that are growing in population and seeing more land development.



One of the most important demographic trends we are seeing in Lycoming County is that we are rapidly aging. In ten years we have gained thousands of people aged 60-79. We have less youth and more seniors as a percentage of population than Pennsylvania as a whole or the United States as a whole.



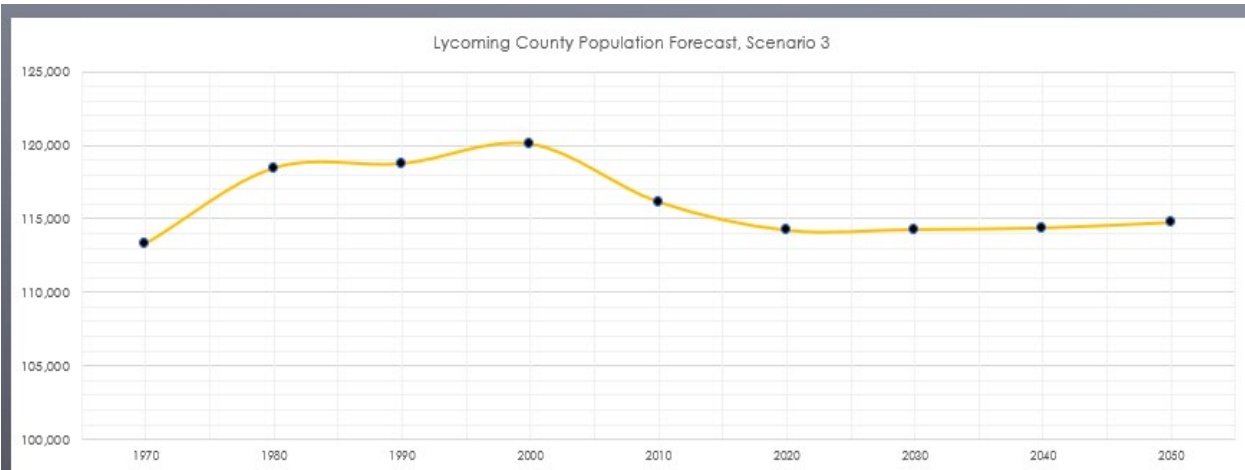
Because we are aging so quickly, we need to beware the “demographic cliff” that awaits us



Our second demographic scenario assumes that the county has no in- or out- migration and the population is solely dependent on birth rate and death rate  
 In this scenario the county’s population would decline by about 20% in 30 years to about 89,000

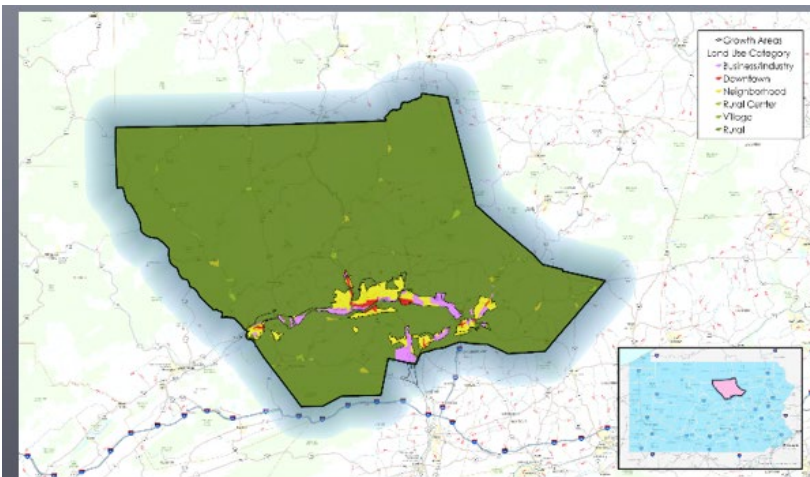


Looking at population trends we found a widespread undercount of municipalities with college campuses due to COVID in 2020. Williamsport has two college campuses



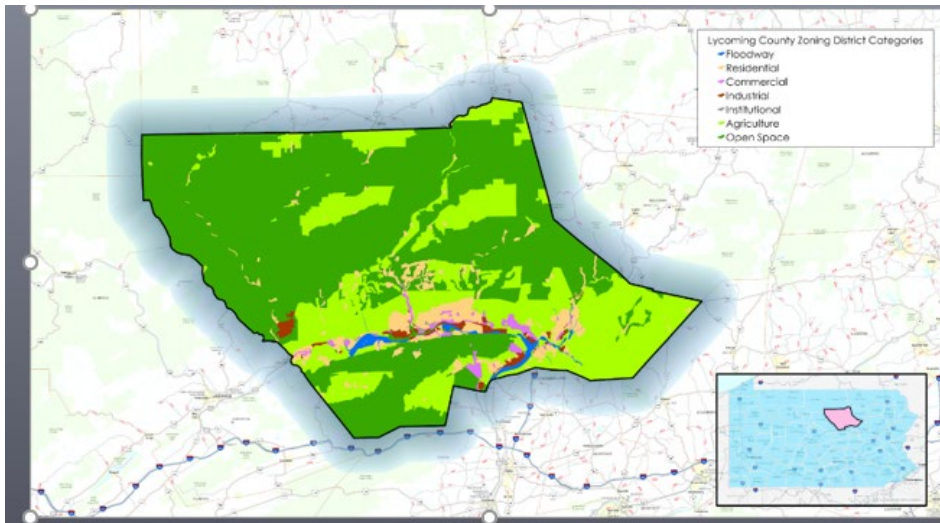
## MAJOR DEMOGRAPHIC AND LAND USE TRENDS

If the City of Williamsport population stays flat, the overall county population would increase a small amount in the next 30 years because growth in the I-180 corridor is slightly higher than the loss of population in the more rural municipalities.



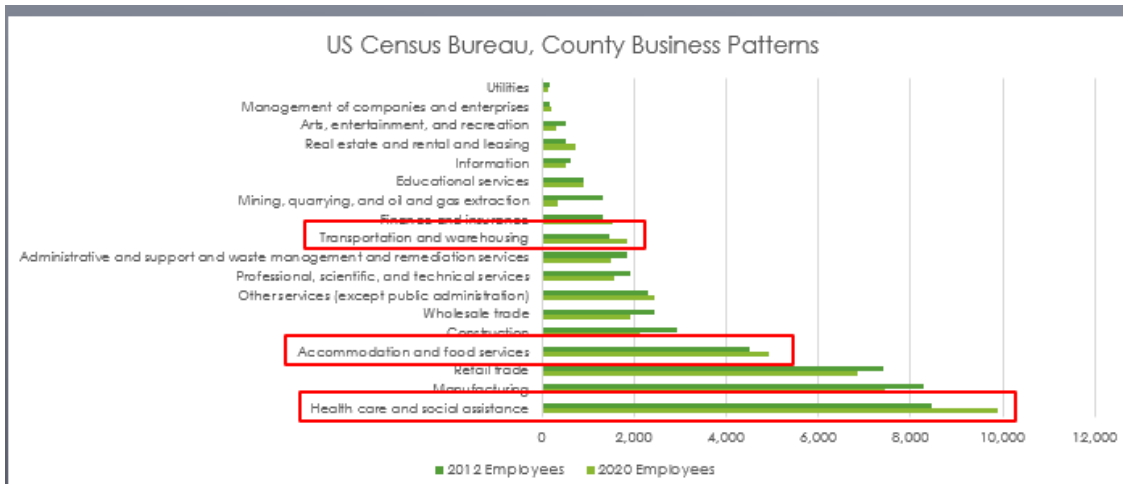
Land use analysis conducted for county comprehensive planning and to be used as a basis for land use regulations identify extremely limited areas of the county as suitable for future growth and development

## MAJOR DEMOGRAPHIC AND LAND USE TRENDS



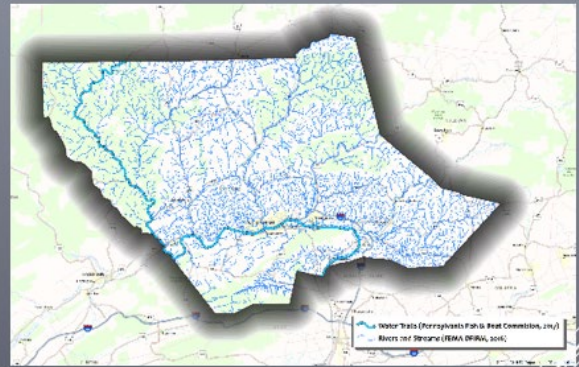
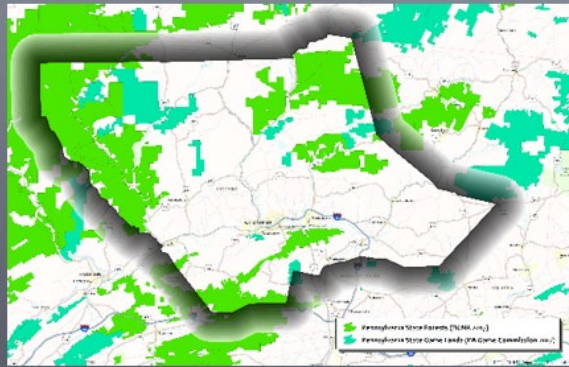
Most of Lycoming County is zoned for Agriculture or Open Space

## MAJOR DEMOGRAPHIC AND LAND USE TRENDS



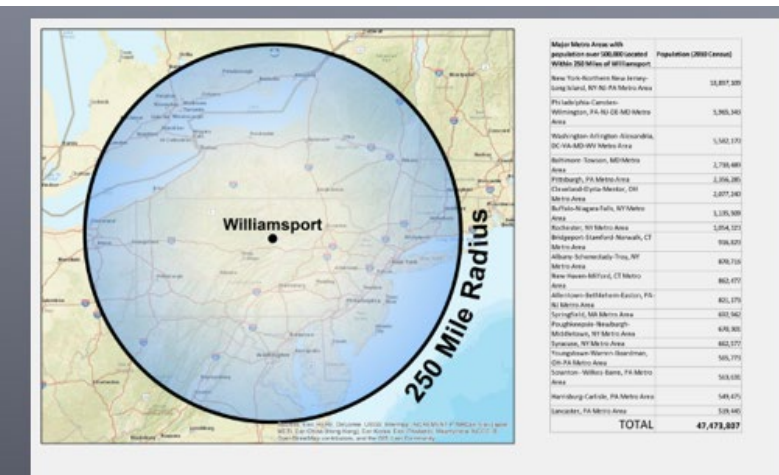
Lycoming County is an administrative center for north central PA, a gateway to the PA Wilds, and centrally located on the intermodal freight network

## ECONOMIC DEVELOPMENT



Lycoming County has extensive state lands and waterways that are extremely attractive to outdoor recreation enthusiasts

## ECONOMIC DEVELOPMENT



Paradigm shift: From Lycoming County as only an origin for trips to Lycoming County as a destination

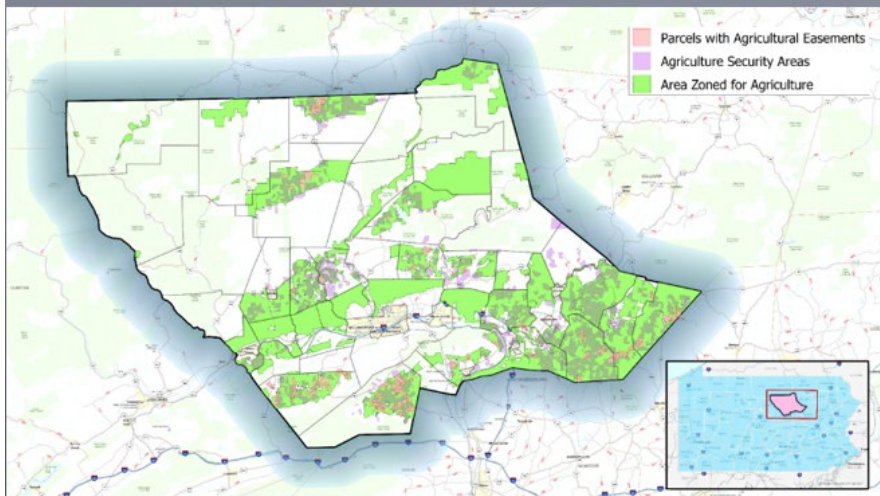
## ECONOMIC DEVELOPMENT

We are already known for hosting the LLWS.

With completion of CSVT, extension of I-99 designation for US-15 from the NY state line south to Williamsport, completion of the I-99/I-80 interchange in Bellefonte we are at the center of the highway system for the mid-Atlantic United States

We also have an airport with brand new terminal

Williamsport is perfectly situation to host large events like LLWS: music festivals, athletic tournaments, conventions, conferences

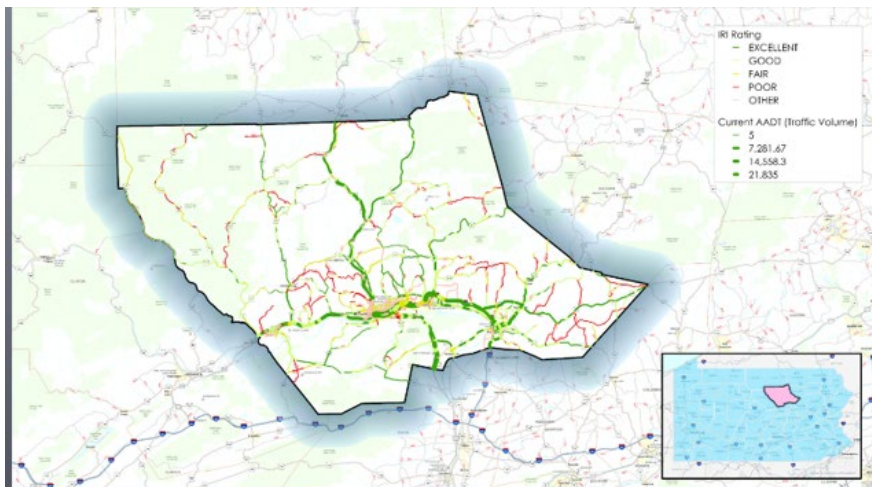


Large portions of Lycoming County are dedicated to agriculture

## ECONOMIC DEVELOPMENT

	2007	2017
Farms	1,211	1,043
Acres	160,456	186,130

Lycoming County agricultural output is increasing and we need to look at the road and bridge system in agricultural areas to make sure we are serving the needs of farms to transport goods to customers.



Pavements, especially on the highest traffic volume roadways, are excellent

## SYSTEM CONDITION

We only have pavement condition data for the state managed system





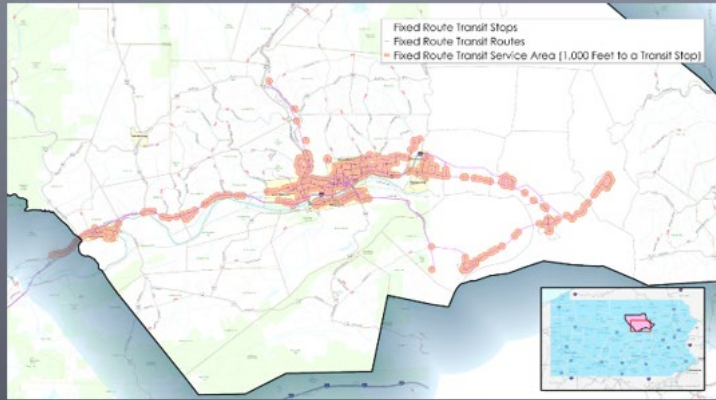
# SYSTEM CONDITION

Traffic volumes are decreasing along with population

	Local	State	Total
Under 20' Length	110	156	266
Over 20' Length	104	359	463
<b>Total</b>	<b>214</b>	<b>515</b>	<b>729</b>

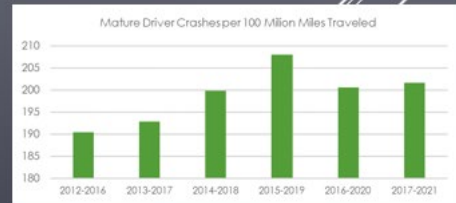
State owned bridges are in generally excellent state of repair, and we have projects in progress to address locally owned bridges in poor condition

# SYSTEM CONDITION



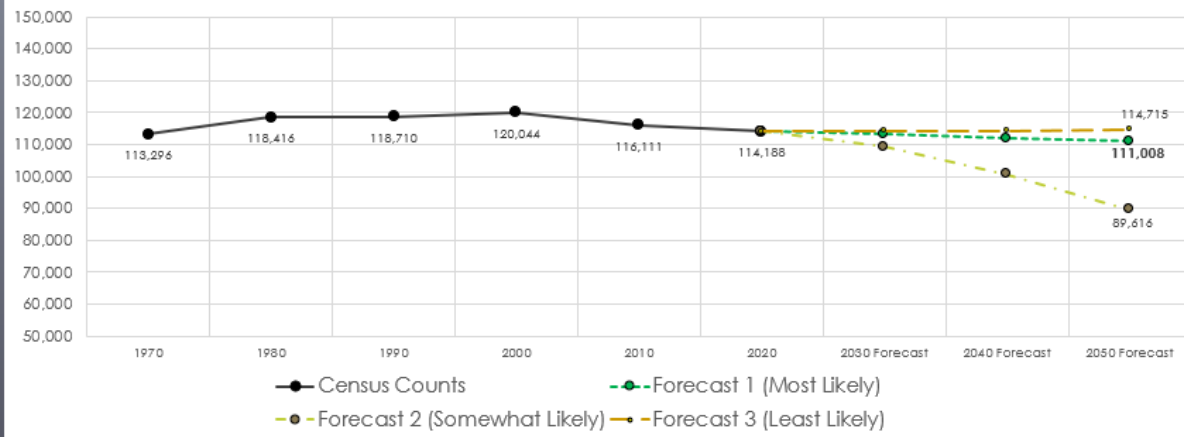
Lycoming County has wide coverage of fixed route transit in the urbanized area. Because of the aging population and concerning safety trends, we closely track senior usage of the transit system.

## SYSTEM CONDITION



Lycoming County has several heavily used multiuse pathways and multiple projects are ongoing to improve access and linkages between these facilities

## SYSTEM CONDITION



## IMPLEMENTATION

To recap, three potential futures. The difference between them is whether people are moving here or not. If people stop moving to Lycoming County, we will decline dramatically. If people continue to move here at the same rate we have seen the last 20 years or so, we will decrease a small amount in population. If enough people move here to fully offset other population loss in the City and urbanized area of the county, we will start growing again.

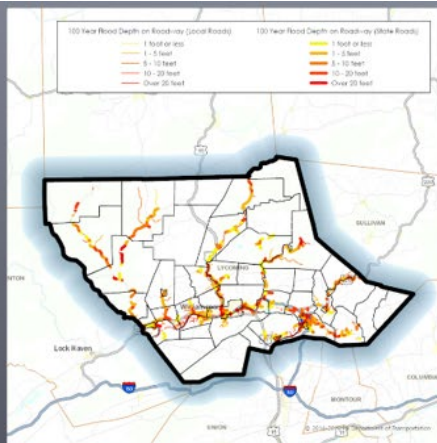
- A** Economic development in Lycoming County is dependent on both freight movement and the mobility of visitors to services and our arts, culture, and recreation resources. Therefore, projects that maintain or expand the ability to move freight or travel to Lycoming County should be a priority.
- B** Our multimodal transportation system is in excellent condition. There are no glaring deficiencies in highways, bridges, transit. There are no needs for additional capacity. Therefore, maintenance and safety projects take precedence.
- C** We need more multiuse nonmotorized trail and bikeway connections between communities as well as improved access to existing facilities. We need more and improved bicycle and pedestrian facilities in Williamsport and the boroughs to better serve our population that will age in place, to appeal to young people, to assist low income populations, to support economically vibrant downtowns, and to promote the retention and attraction of population. Therefore, complete streets, walkability, and safety projects located in urbanized areas should be a priority.
- D** As rural populations decrease, we need to consider options that decrease the infrastructure maintenance cost burden on rural municipalities while focusing investment on infrastructure where delivery of services is most efficient and cost effective. Therefore, projects that identify and remove costly functionally redundant infrastructure or improve infrastructure in already densely developed areas should be a priority.

	Scenario 1 - 2.8% decrease in population by the year 2050	Scenario 2 - 21.5% decrease in population by the year 2050	Scenario 3 - 0.5% increase in population by the year 2050
Higher Emphasis	A	D	C
↕	B	A	A
	C	B	B
Lower Emphasis	D	C	D

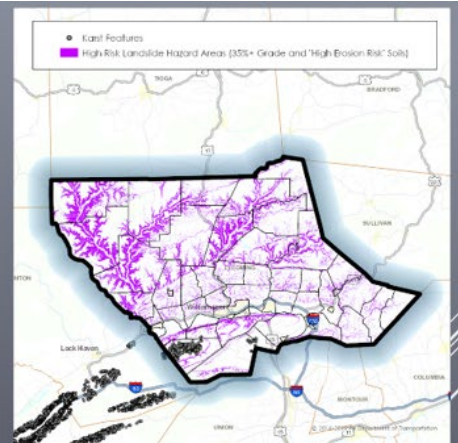
## IMPLEMENTATION

- ▶ Priorities over the next five years as transportation planners in Lycoming County:
  - ▶ Monitor demographic trends to see which of the 3 forecasts best matches reality so we can continuously prioritize efforts most efficiently
  - ▶ Monitor how well we are meeting federal performance measures
  - ▶ Increase public input and involvement in our decision making
  - ▶ Minimize the negative external impacts of the transportation system (financial, environmental, operations, safety, etc.)

## IMPLEMENTATION



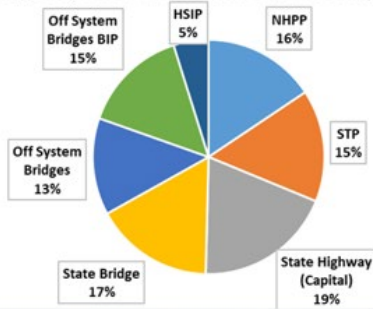
Natural hazard risks are a major concern for all planning efforts in Lycoming County. There are large areas of floodplain and steep slopes making flood impacts and slide and subsidence risks a worry.



## PROJECT SELECTION

Since the statewide fund for emergency repairs to PennDOT roads and bridges is relatively small, we are exploring ways to reserve funds as part of our state and federal funding to offset the cost of repairing damage that occurs outside of declared disasters.

Projected WATS Long Term Project Guidance Categories, Based on Financial Guidance Projections



All projects in the LRTP capital improvements plan are already programmed on the TIP, TYP, or will be identified based on asset conditions and progress towards system performance goals

## PROJECT SELECTION