

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 26, 2023
10:00 A.M.**

Present: Commissioner Metzger, Commissioner Mussare Commissioner Mirabito, and Solicitor Chris Kenyon. Director Matthew McDermott not present

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

Nicki Gottschall for Krista Rogers – Open the following bid:

- TSP Third Floor Office Renovations

TSP Third Floor Office Renovations		
Company Name	Submitted Amount	Date Submitted
Spencer Mechanical, Inc.	\$107,000.00	10/20/2023 1:13 PM
Air Management Technologies	\$49,300.00	10/20/2023 12:43 PM
Selsyn Electric	\$264,400.00	10/20/2023 2:35 PM
G.R. Noto Electrical Construction, Inc.	\$279,500.00	10/20/2023 11:01 AM
Lundy Construction Company, Inc.	\$999,360.00	10/20/2023 3:02 PM
Yoder Builders Inc.	\$1,115,500.00	10/20/2023 4:53 PM
Hosler Corp.	\$16,750.00	10/20/2023 12:50 PM
Turnkey Electric, Inc.	\$329,510.00	10/20/2023 2:32 PM
Gray Builders LLC	\$994,000.00	10/20/2023 4:11 PM
T-Ross Brothers Construction,	\$963,000.00	10/20/2023 3:55 PM
Dixon AC & R Corporation	\$9,933.00	10/20/2023 3:13 PM
Tra Electric, Inc.	\$281,680.00	10/20/2023 2:07 PM
J&M Construction Specialty Inc.	\$895,280.76	10/20/2023 4:00 PM
M&R Contracting Inc.	\$1,099,945.00	10/20/2023 12:05 PM
Master Contractors, Inc.	\$1,030,500.00	10/20/2023 4:53 PM

TurnKey Construction, Inc.	\$1,086,637.00	10/20/2023 1:15 PM
Lecce Electric Inc	\$276,700.00	10/20/2023 1:29 PM

Ms. Gottschall reported that these bids are submitted for all and parts of the project which is why there is a range of prices.

3.0 REPORTS

3.1 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 11/01/23 to be paid on 10/25/23 in the amount of \$1,770,080.99.

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

3.2 Kalen Barnes – Vote to approve Jury Panel #26 Report to be paid on 10/19/23 in the amount of \$1,997.00.

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

3.3 Kalen Barnes – Vote to approve Jury Panel #28 Report to be paid on 10/25/23 in the amount of \$2,062.00.

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

Eric Endersen, Director Budget & Finance reported that the next Jury Panel will be paid through the new system called Court Funds. This will use a credit/debit card system to pay jurors. Payments will still go through the same approval process. This new system will be more efficient and save money for the County.

4.0 INFORMATION ITEMS

4.1 Mya Toon – Acknowledge the County will be requesting bids for Polling Place ADA Renovations.

Mr. Forrest Lehman, Director of Election spoke briefly stating this is a milestone to be able to start getting the improvements made to the polling places. The project is a generational investment for the County’s infrastructure.

5.0 PERSONNEL ACTIONS

5.1 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 2nd the motion. Approved 3-0

Mr. Ken George announced this is the first time he has had a full staff in many years.

Mr. Metzger thanked Mr. George and his staff for all their hard work at the new Coroners building. He also thanked the PRC staff.

Recess Commissioners’ Public Meeting for the Salary Board

6.0 SALARY BOARD

6.1 Convene Salary Board.

6.2 Allison Wolfe for Matthew McDermott – Vote to approve the following salary board actions as outlined in Attachment (B).

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

Ms. Wolfe explained that Domestics is struggling to find a full-time clerk. They put a hold on the full-time replacement and are adding two part time clerks instead.

6.3 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

7.0 TDA ACTIONS

7.1 Allison Wolfe – 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' Public Meeting for the Board of Assessment Revisions

8.0 BOARD OF ASSESSMENT REVISIONS

8.1 Convene Board of Assessment Revisions.

8.2 Brooke Wright – Approve the following real estate tax exemption as outlined in Attachment (D).

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

8.3 Adjourn Board of Assessment Revisions.

Reconvene Commissioners' Public Meeting

9.0 ACTION ITEMS

9.1 Tanya Collins – Vote to approve CDBG FFY21 Budget Revision & Certification (2021 CDBG funds).

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

9.2 Kristin McLaughlin – Vote to approve Amendment to ARPA Subrecipient Agreement with Muncy Borough Municipal Authority

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

9.3 Mya Toon – Vote to approve Amendment to Agreement with Manpower Inc. of Altoona (2023 budgeted item).

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

9.4 Ken George – Vote to approve Agreement with McClure Company in the amount of \$30,000 (2023 budgeted item).

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

9.5 Leslie Kilpatrick – Vote to approve Agreement with Melillo Consulting in the amount of \$156,060 (2023/2024 budgeted item).

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

9.6 Leslie Kilpatrick – Vote to approve maintenance and support renewal agreement on the various software modules within our financial system in the amount of \$63,437.27 (2023/2024 budgeted item).

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

9.7 Jason Yorks – Vote to approve Change Order No. 02 with Martz Technologies, Inc. for the SCADA System Design Build in the amount of \$95,044 (2023 budgeted item).

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

9.8 Jason Yorks – Vote to approve Amendment to Agreement with Mahantango Enterprises (2023/2024 budgeted item).

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

9.9 Maleick Fleming – Vote to approve Amendment to Subrecipient Agreement with Firetree Place (Act 13 Legacy funds).

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

10.0 COMMISSIONER COMMENT

Mr. Mussare commented on the growing development of AI and some of the negative consequences. State governments are struggling with ways to regulate AI. He encouraged everyone to learn about AI and provide their legislators feedback.

Mr. Mirabito pointed out that what you are watching/listening to may not be real, it may be AI. Everyone should learn to check the information/facts on multiple sources and get different perspectives.

11.0 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.

Tom Adams, Williamsport – Mr. Adams read a proverb and talked about how it applies to people and government. He complimented the County on the cohesiveness of the staff that he sees. Mr. Adams commented on the bill being passed regarding books in school libraries.

Sheriff Mark Lusk, Williamsport – Gave Kudos to the Deputy Staff for apprehending a felon in conjunction with the US Marshalls Fugitive Task Force. The felon was apprehended within an hour after the Task Force was engaged and will be extradited back to Williamsport. Sheriff Lusk reported that they apprehend approximately 200 to 300 fugitive felons a year. They also locate Megan Law offenders.

Mr. Metzger thanked Sheriff Lusk and his staff. He commented on the working relationship they have with the US Marshalls.

YOU TUBE PUBLIC COMMENT

None

12.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, November 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 CLICK ON THE LINK BELOW
<https://www.youtube.com/watch?v=zN3pGpekEo8>***

ATTACHMENT (A)

- Pre-Release Center – Christopher Schaffer, Resident Supervisor I, Full-Time Replacement, \$18.10 per hour, 80 hours per Pay Period, Start Date: October 30, 2023.
- Pre-Release Center – James Hine, Resident Supervisor I, Full-Time Replacement, \$18.73 per hour, 80 hours per Pay Period, Transfer Date: November 12, 2023.
- Facilities Management – Daniel Johnson, Maintenance III – HVAC, Full-Time Replacement, \$28.28 per hour, 75 hours per Pay Period, Start Date: November 13, 2023.
- Adult Probation Office – Jared Rose, Probation Officer II, Full-Time Replacement, \$23.82 per hour, 80 hours per Pay Period, Start Date: November 13, 2023.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

- Domestic Relations Office – Request to add 2 PT Clerk III, Paygrade 4.

ATTACHMENT (C)

TDA ACTIONS:

- Domestic Relations Office – Request to place a FT Clerk III Paygrade 4 position on Hold on the TDA.
- Domestic Relations Office – Request to add 2 PT Clerk III, Paygrade 4.

ATTACHMENT (D)

Real Estate Exemption Requests							
<u>PARCEL</u>	<u>NAME</u>	<u>SITE LOCATION</u>	<u>REASON FOR EXEMPTION</u>	<u>APPROVE</u>	<u>DENY</u>	<u>ASSESSED VALUE</u>	<u>LOSS IN TAXES</u>
52-001-617	Messiah Lutheran Church	George St	Church Playground			19,300	\$ 125.45