

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, NOVEMBER 16, 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 2nd the motion. Approved 3-0

- 1.5 Public Comment on Agenda Items Only

None

- 1.6 Proclamation: Infant Safe Sleep Month

Ms. Kate Kiessling, Deputy Coroner and Coordinator for the Lycoming County Cribs for Kids Program. Kathryn Kiessling, Chief Deputy Coroner, talked about the importance of infant safe sleep practices and stated that there have not been any infant deaths in Lycoming County due to unsafe sleep in 2023. Charles and Gayle Kiessling (in attendance) originally partnered with Cribs for Kids in 2008 to bring this program to the County. They have provided hundreds of Pack N' Plays/cribs since then as well as infant safe sleep education County wide. Lycoming County Cribs for Kids continues to run out of the Coroner's Office and provides low income families in need with a safe sleep environment for their infants with funding from grants and donations.

2.0 REPORTS

- 2.1 Kalen Barnes – Vote to ratify invoices due through 11/22/23 to be paid on 11/15/23 in the amount of \$769,056.49.

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

- 2.2 Kalen Barnes – Vote to approve Jury Panel #32 to be paid on November 15, 2023, in the amount of \$3,503.75.

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

- 2.3 Kalen Barnes – Vote to approve Poll Worker Pay Run Report for payment on November 16, 2023, in the amount of \$86,354.81.

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

Mr. Forrest Lehman, Director of Elections talked about the new process that is being implemented to pay the Poll Workers. The new system should provide the workers with their pay faster. Mr. Lehman reported that there are over 500 people who worked at the 81 polling places on election day. He praised and thanked the workers for doing a fantastic job making democracy work. Mr. Lehman encouraged everyone to thank the poll workers in their district.

Mr. Mirabito and Mr. Lehman clarified that the name Court Funds is the name of the company whose payment system the County will be using to pay the Poll Workers. Mr. Lehman reported the system is similar to using a gift card.

3.0 INFORMATION ITEMS

3.1 Brad Shoemaker – Recognize Karey Snook for her nomination and award for Women of Excellence in Education.

Warden Shoemaker presented a lengthy list of positive adjectives Karey’s coworkers used to describe her. He talked about her employment history with Lycoming County as well as the extra duties she has taken undertaken. Karey has started several programs at the Pre-Release Center. Most recently she collaborated with Penn College to bring the Professional Communication course to the inmates at PRC which began in the fall of 2022. In September of 2023 she was nominated for the YWCA North Central Women of Excellence in Education Award and was recently received the award. Mr. Shoemaker reviewed the criteria for the award. He described her as an award-winning employee and expressed his pride in her and all that she has accomplished and done for the inmates. We hope that she continues touching lives!

Karey Snook expressed her gratitude for all the love and support she receives from all the people she works with. Karey also talked about the award. She explained the communication course and how inmates can then continue their education after completing the course.

Mr. Metzger congratulated Karey and described her as an employee that continually gets things done, the lives she has impacted and what a pleasure it is working with her. Per Mr. Metzger, the County is blessed to have her as an employee.

Mr. Mirabito commented on the impact Karey has made in the lives of those that are incarcerated. He thanked her for all her hard work. Mr. Mirabito described Karey as an inspiration to the other employees for them to initiate and create programs.

Mr. Mussare added his congratulations. He talked about how much work is done behind the scenes and how prepared the County is due to its employees and administration.

Mr. Metzger added that these employees don’t just come to work. They look for grant programs that can prevent tragedy and transform lives. They are the unsung heroes!

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. McDermott requested that the candidate for the LPN position for the prison be removed as they did not successfully complete the pre-employment conditions.

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

5.0 ACTION ITEMS

- 5.1 Nicki Gottschall for Krista Rogers – Vote to approve Agreement with Foster & Foster Actuaries and Consultants for actuarial services and OPEB services (2023/2024 budgeted item).

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

- 5.2 Mya Toon – Vote to approve Resolution 2023-23 authorizing the filing of the Commonwealth Financing Authority (CFA) local share account (LSA) - statewide application for funding up to \$1,000,000 for the improvement of the new Coroner’s facility.

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

- 5.3 Mya Toon – Vote to approve Resolution 2023-24 authorizing the filing of the Strategic Management Planning Program grant application to the Pennsylvania Department of Community & Economic Development for funding up to \$200,000.00.

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

Mr. Mirabito explained that this is an important program. Many counties receive money from this program run by the State. It is designed to make operations more efficient. There are different phases to the program and you can apply to multiple phases.

- 5.4 Mya Toon - Vote to approve Agreement with Cybergenetics not to exceed \$100,000.00 (2024 budgeted item).

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

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

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

- 5.6 Mya Toon – Vote to approve award for RFP for Utility Elevation Engineering to PennCore Consulting LLC.

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

- 5.7 Mya Toon – Vote to approve award RFP for Construction Management Services to Skanska USA Building Inc. in the amount of \$273,290.00 (2023/2024 budgeted item).

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

- 5.8 Mya Toon – Vote to approve Resolution 2023-25 for the emergency repair of hydraulic cylinders at the Transfer Station in the amount of \$31,099.82 (2023 budget funds available).

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

Mr. Yorks, Director of Resource Management announced that the transfer station will be closed on November 21, 2023 for one day for service work to be done. A media release has been issued.

- 5.9 Jason Yorks – Vote to approve Corporate Guarantee Statement with Milton Regional Sewer Authority (2023 budgeted item).

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

- 5.10 Jason Yorks – Vote to approve Contractual Consent of Landowner Form with Pennsylvania Department of Environmental Protection.

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

Mr. Yorks explained that the Stone Church and cemetery are owned by the Federal prison. Access to these continues to be through the Federal Prison in Allenwood as it has been for the past 75 years. Barriers have been put up as well as no trespassing signs by both RMS and the federal prison where the road ends. The ponds and camp area are no longer available for public use.

6.0 COMMISSIONER COMMENT

Mr. Metzger announced that the meeting to present the 2024 budget to the public was held last Thursday. The three takeaways from the meeting are: 1) No proposed tax increase, 2) There is 62 million dollars in our funds and 3) 14 million in our fund balance. There are several capital projects planned in the next two years. We will have the closing for Executive Plaza soon and will be moving to Third Street Plaza. We will continue to work on the budget.

Mr. Mirabito added that the 62 million is not free flowing cash and is designated through regulatory funds.

Mr. Metzger added that over the course of six years they will net 12 million in investments. The County Budget is on the County Website and the meeting was live streamed.

Mr. Mussare's weekly story – Mr. Mussare told the newly elected Commissioners to pay attention to the big stuff. He stated that the responsibility of a Commissioner is to take care of the tax payers. When he was first elected into office the cost of Healthcare was a major expense that continued to rise. When a 12% increase was offered he insisted on a decrease. After several negotiations they were given a 1% decrease. When you are dealing with the taxpayer's money you fight for every penny for the taxpayers.

Mr. Mirabito added as a follow up to Mr. Mussare's comments that the County had a traditional Blue Cross/Blue Shield Healthcare Plan. The County transitioned from that to a cooperative plan with other counties which was a little better. They then transferred to a self-funded plan and put together the Health Center. As Commissioners you need to think outside the box and taxpayers need to support elected officials when they take a leap of faith, understanding that they are working toward a goal. Mr. Mirabito encouraged them to keep an eye on the money, but to invest in the community so it continues to grow, as well as educate the public. Encourage employees to get trained and cross trained which allows for better wages.

Mr. Metzger reported that when Mr. Mussare was first elected the insurance was approximately 6 million dollars. If nothing had been done it would be close to 20 million today. We have decreased it from 14 million to 12 million. As a team we try to be proactive.

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.

Larry Stout, Montgomery and Chairman of the Board of the Montgomery Historical Society. Mr. Stout stated that the Historical Society is always cooperative with the Federal Prison. They are receiving many comments from people about restoring the stone church. The church is now in decay and people are not allowed to go in it. The church is a symbol. It will cost approximately \$150,00.00 to repair it. The church is used two times a year. Mr. Stout personally does not think it is worth investing the money into the building, nor as a taxpayer does he want to see the government pay for it. The Historical Society is not planning on taking on this project. He is advising people who want it repaired to work on other funding sources. There is a service their every Memorial Day that is open to the public. The prison takes very good care of the land and always are very cooperative.

Tom Adams, Williamsport. Mr. Adams read a proverb. He commented that there are many good people who work for the County He remarked that we need to keep our republic alive and fight for it. Mr. Adams talked about the need for our country to stand up for Israel, get rid of Hamas and not hurt innocent people but to be wise about it. He read a quote from John Quincy Adams's mother Abigail. Mr. Adams commented on how the family farms are being pushed out by big corporations. As a county we need to find ways to support them. Mr. Adams also talked about Dr. James Tour who has been developing ways to make graphene from waste. It's by product, per Mr. Adams, is hydrogen which can then be collected and used as a fuel source. He talked about uses for the graphene.

YOU TUBE PUBLIC COMMENT

KeystoneChiefCongrats Counselor Snook.

8.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, November 30, 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=VTS3xqRh1U0>

ATTACHMENT (A)

- Prison – Evan Young, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Start Date: November 26, 2023.
- Department of Public Safety – Jon Mackey, EMA Specialist – Planning, Full-Time Replacement, \$42,393.00 per year, 75 hours per Pay Period, Start Date: November 27, 2023.
- Department of Public Safety – Lindsey Dapp, EMA Clerk III, Part-Time Replacement, \$15.31 per hour, 75 hours per Pay Period, Start Date: December 4, 2023.
- Prison – Riche Tabatabai, Licensed Practical Nurse, Full-Time Replacement, \$30.00 per hour, 80 hours per Pay Period, Start Date: December 4, 2023.
- Sheriff's Office – Joshua Wolfe, Deputy Sheriff, \$22.00 per hour, 80 hours per Pay Period, Retro Date per Union Contract: September 3, 2023.
- Pre-Release Center – Tara Bannon, Resident Supervisor I, Part-Time Replacement, \$18.10 per hour, Not to Exceed 1000 hours annually, Start Date: November 27, 2023.