

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 9, 2023  
10:00 A.M.**

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

**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

**None**

**2.0 BID OPENING**

- 2.1 Krista Rogers – Open the following bid:
  - RFP for Construction Management Services

RFP for Construction Management Services		
Company Name	Submitted Amount	Date Submitted
Skanska USA	\$273,290.00	11/3/2023 12:09 PM

**3.0 REPORTS**

- 3.1 Kalen Barnes – Vote to ratify invoices due through 11/15/23 to be paid on 11/8/23 in the amount of \$1,481,271.29.

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

**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**

**Ms. Wolfe introduced the new HR Director Melinda Fryer. Ms. Fryer introduced herself and outlined some of her prior experience.**

*Recess Commissioners' Public Meeting for the Board of Assessment Revisions*

**5.0 BOARD OF ASSESSMENT REVISIONS**

5.1 Convene Board of Assessment Revisions.

5.2 Brooke Wright – Approve to certify the tax rolls for 2024:

Taxable Parcels - 51,994	Assessment - \$5,781,039,630
Exempt Parcels - 2,091	Assessment - \$1,057,789,820
Totals Parcels - 54,085	Assessment - \$6,838,829,450

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

**Discussion was held and questions were asked about the assessment process, the possibility of quarterly reports, the exempt properties and the pros and cons of doing a reassessment of properties.**

5.3 Adjourn Board of Assessment Revisions.

*Reconvene Commissioners' Public Meeting*

**6.0 ACTION ITEMS**

6.1 Mya Toon – Vote to approve Agreement with Williamsport Moving Company, Inc. in the amount of \$12,173.10 (budget funds available).

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

6.2 Mya Toon – Vote to approve Subrecipient Monitoring Agreement with STEP, Inc. in the amount of \$1,632,289.00 (MATP funds/pass thru).

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

6.3 Mya Toon – Vote to approve award for ITB for Third Street Plaza Third Floor Renovations Project to the following bidders (budget funds available):

<b>PRIME GENERAL CONTRACT</b>	<b>BASE BID</b>
J&M Construction Specialty Inc.	\$895,281.00

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

<b>PRIME PLUMBING CONTRACT</b>	
Spencer Mechanical, Inc.	\$88,100.00

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

<b>PIME HVAC CONTRACT</b>	
Dixon AC&R Corporation	\$9,933.00

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Mr. Metzger abstained due to a conflict of interest. Approved 2-0**

**PRIME ELECTRICAL CONTRACT**

Selsyn Electric, Inc. \$267,050.00

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

**TOTAL \$1,260,364.00**

- 6.4 Sal Vitko – Vote to approve Changer Order #1 with Mar-Allen Concrete Products, Inc. for Epoxy Overlay Project Co. Bridge No. 101 in the amount of \$2,160.20 (Liquid Fuel funds).

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

- 6.5 Jenny Picciano – Vote to approve submission of the 2023 PHARE Grant application to PHFA in the amount of \$1,300,000.00.

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

**Mr. Mussare encouraged the new Commissioners to utilize the personnel to become come up with solutions to the problems. He used Act 13 as an example. Mr. Mussare explained how the Planning Department impacted the policies as well as the reasons they should be implemented. As a result, through PHARE we have received money back that we would not have received otherwise.**

**Ms. Picciano reported that to date we have received 12.6 million dollars in PHARE funds for the Affordable Housing Project.**

**Mr. Mirabito commented on the need for housing in the area since the shelters are over capacity and have waiting lists.**

**Ms. Picciano explained the need for case management services to assist people with the application process and provide any follow up assistance that might be needed.**

**Mr. Mirabito expanded on Ms. Picciano’s comments explaining that there are people who need coaching/instruction on how to enroll in the services and the populations it serves that the case management services provide.**

**7.0 COMMISSIONER COMMENT**

**Mr. Metzger commented on Veterans Day, this Saturday 11/11/23. He asked that everyone take time to honor and thank the veterans for their service. Without their service and sacrifices we wouldn’t have our freedoms. We owe them a debt of gratitude. Mr. Metzger reviewed several services occurring throughout the County over the weekend. He thanked all the Veterans and acknowledged those attending the meeting as well as Mr. Matt McDermott.**

**Mr. Metzger also reminded all that the 2024 preliminary budget will be presented at the meeting tonight at 6 pm. He invited the public to attend.**

**Mr. Mussare – This week’s story & lesson named the Lion’s Den- Mr. Mussare recounted when he was a new Commissioner and he was faced with the issues with the golf course. The lesson of his story for the new Commissioners is to not avoid conflict. Learn from the**

**conflict and make decisions Some things are worth fighting for. He also stressed the need to not make immediate judgements Ask questions and learn so you can make an informed decision. He pointed out that many people were upset when the Commissioners put in a new Board for the golf course as well as a new management company after several other things they tried showed no improvements. Now the golf course is profitable, it returns money to the County and is able to spend money on needed improvements.**

**Mr. Mirabito expanded on Mr. Mussare' s comments and urged the new Commissioners not to pass judgement quickly. It is important to look at the details, as well as the big picture. The big picture with the golf course is that it a valuable asset to the community. The community needs a variety of assets available for the different interests of the people, especially our youth.**

#### **8.0 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.

**Bruce Clark, Muncy. Mr. Clark congratulated the elected Commissioners. As a member of the Board of the Lycoming County Patriots and on behalf of the Board Mr. Clark invited the Commissioners to attend any of the organization's meetings. He asked that they give the Board advance notice if they are planning on attending a meeting and would like to speak so appropriate accommodations can be made. Mr. Clark told the Commissioners they would love to have them come to their meetings to let them know what's going on and found today's Public Meeting very informative. He would like a lot of the information shared today to come to their organization.**

#### **YOU TUBE PUBLIC COMMENT**

Thomas Adams good morning commissioners and all interested parties. I have a few suggestions concerning solar/wind farms. think these farms should be zoned in unusable farmland (scrub, trees or abandoned

Thomas Adams land/parking lot, etc.) or some forested land and be forced to clear areas for their scam industry. We may need to begin (locally) to subsidize our farmers...so they won't need/want to sell their land

Thomas Adams land. Advantages of locally subsidizing are: the farmers will be given a lot more control over how they spend that money with a lot broader parameters on decision making for their needs. As farmers

Thomas Adamshave no control over weather and they battle more and more big government intrusion in their lives and livelihoods and the struggles against big ag with regulations choking out family farms creating

Thomas Adamsprotect Israel; May God Bless Lycoming County; May God Bless America! Thank-you all for your service to our county!

**9.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, November 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 CLICK ON THE LINK BELOW:  
<https://www.youtube.com/watch?v=CRVfZaUE0Yk>***

## ATTACHMENT (A)

- Resource Management Services – Matthew Raeside, Shipping Clerk, Full-Time Replacement, \$19.08 per hour, 80 hours per Pay Period, Start Date: November 27, 2023.
- Human Resources Office – Kane Angell, Recruitment Specialist, Full-Time, \$17.70 per hour, 75 hours per Pay Period, 1% compensation increase due to receiving a certification, Retro Date: October 29, 2023.
- Controller’s Office – Derek Lewis, Internal Auditor, Full-Time Replacement, \$38,337.00 per year, 75 hours per Pay Period, Start Date: November 13, 2023.
- Prothonotary’s Office – Elizabeth Burkhart, Civil Processing Clerk, Full-Time, \$17.96 per hour, 75 hours per Pay Period, Retro Date: January 1, 2023.
- Prothonotary’s Office – Lindsay Collins, Civil Processing Clerk, Full-Time, \$17.48 per hour, 75 hours per Pay Period, Retro Date: January 1, 2023.