

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 AGENDA  
THURSDAY, DECEMBER 28, 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

**Tom Schaeck, Pennsdale read a statement reflecting his views on the potential reassessment. He is against the reassessment and it's impacts on the elderly. He requested that the decision be made by the new board. He also cautioned against voting on the Arctaris proposal. Mr. Schaeck thanked Mr. Mirabito and Mr. Mussare and wished them well in their future endeavors.**

**Mr. McDermott requested approval to add an item to the agenda that was not previously listed. The item is the collective bargaining agreement with the County Detectives. This will be item 6.6. They just came to an agreement last night.**

**Mr. Mirabito moved to amend the agenda by adding item 6.6. with the reason for the addition is the matter just came up last night which did not allow for time to put the item on the original agenda. Mr. Mussare 2<sup>nd</sup> the motion Approved 3-0**

**2.0 REPORTS**

- 2.1 Kalen Barnes – Vote to ratify the invoices due through 12/31/23 to be paid on 12/20/23 for \$2,235,749.52.

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

- 2.2 Kalen Barnes – Vote to ratify the invoices due through 12/31/23 to be paid on 12/27/23 for \$1,773,313.69.

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

### **3.0 INFORMATION ITEMS**

3.1 Representative Joe Hamm & Jamie Flick – Year End Updates

**Representative Hamm presented a citation to Mr. Mirabito and Representative Flick presented one to Mr. Mussare. Both commented on their time serving with the Commissioners.**

**Mr. Metzger reviewed their accomplishments while in office**

**Mr. Mirabito and Mr. Mussare thanked the Representatives and commented on their time as Commissioners. They thanked Mr. Metzger for his leadership and Mr. McDermott for his dedication and service.**

### **4.0 PERSONNEL ACTIONS**

4.1 Melinda Fryer – 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**

#### *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 the following real estate tax refund:

- 07-392-136.12 – LeClerc Foods USA - \$11,541.59

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

**For a detailed explanation for this refund refer to the online video.**

5.3 Adjourn Board of Assessment Revisions.

#### *Reconvene Commissioners' Public Meeting*

### **6.0 ACTION ITEMS**

6.1 Eric Endresen – Vote to approve and adopt the 2024 Budget.

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

**Mr. Mirabito asked Eric to highlight the fund balances which he did. Details of the budget can be found at Lyco.org.**

6.2 Eric Endresen – Vote to approve the following Resolutions for 2024:

- Resolution 2023-27: 2024 Budget

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

- Resolution 2023-28: 5-Year Capital Plan

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

- Resolution 2023-29: Ratio for Real Estate Tax Assessment

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

- Resolution 2023-30: Real Estate Tax Rate

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

**Mr. Metzger thanked everyone who worked hard on the budget.**

6.3 Matthew McDermott – Vote to approve and proceed with a county-wide reassessment.

**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 2-1**

**Mr. Metzger requested a roll call. Mr. Mirabito Yes, Mr. Mussare yes, Mr. Metzger Nay.**

**Mr. Mussare commented on why he believes in the need for this reassessment. He explained that he is trying to stop the inequity.**

**Rick Houser, Loyalsock Township expressed his concerns regarding the reassessment. Mr. Houser also indicated that it should be carried over to the new board.**

**Mr. Mirabito answered Mr. Houser and explained why he is in favor of the reassessment and why they did not want to leave the decision to the new board. He pointed out that reassessment and taxes being raised are two separate issues.**

**Mr. Metzger expressed his views and concerns about the timing of the reassessment. He explained why he doesn't want to vote for the reassessment at this time.**

**Jim Dunn, Armstrong Township expressed his views on the reassessment and the reasons why he supports it. He thanked the Commissioners for tackling this issue and removing the burden for the next board.**

6.4 Matthew McDermott – Vote to approve Agreement with Arctaris Impact Investors, LLC. (2024 budget funds available).

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

**Mr. Metzger requested a roll call. Mr. Mirabito yes, Mr. Mussare yes, Mr. Metzger yes.**

**Mr. Metzger reported that they will continue to have meetings with all the partners and Foundation.**

**Mr. Mirabito stated that they are going to invest in profit making, property tax paying private entities. Businesses that will hopefully create jobs and economic activity in the community. The Commissioners hope that this will be a synergy with other investors that will want to invest in the community. Act 13 money will be used.**

**Mr. Mussare informed all that restrictions have been placed on the agreement. Arctaris will do their due diligence. If they can't find a way to make a good return on their**

investment they won't do it. That's how we build revenue without raising taxes. As long as the restrictions are placed in the document he is in favor of it.

Mr. Metzger is concerned about the unknown with the agreement. He has researched the proposal. The restrictions that the County is putting in are no low-income housing. They have expressed the need for child care in the area. Another restriction is they can't sell it for 10 years and must develop something within three years. The County will be second in line in getting a return. With these restrictions he feels more favorable toward the proposal.

Mr. Mirabito explained that this is a federal program. There are restrictions on what the money can be spent on and how it can be invested.

Mr. Metzger explained that the safeguards are put in place to protect the investment with Arctaris and this was also true with FamVest

- 6.5 Matthew McDermott – Vote to approve the reappointment of the following individuals to the Lycoming County Water and Sewer Advisory Board:
- John Gramlin: Effective 1/1/2024 – 12/31/2028 (5-year term)
  - James Carpenter: Effective 1/1/2024 – 12/31/2028 (5-year term)

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

- 6.6 Matthew McDermott – Vote to approve the Collective Bargaining agreement between the County and the Lycoming County F.O.B unit for a term of 01.01.2022 through 12.31.2025

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

- 6.7 Matthew McDermott for Mya Toon – Vote to approve Agreement with John S. O'Brien II, M.D. in the amount not to exceed \$50,000.00 (2024 budgeted item).

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

- 6.8 Matthew McDermott for Mya Toon – Vote to approve allocation of funds to DuBoistown Fire Department in the amount of \$8,900.00 (Act 13 funds).

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

**Kurt Wallard, Duboistown Fire Company explained that the funds will be used to bring instructors from NY fire department to teach fire companies within the County how to deal safely with lithium batteries. No one locally has the experience to teach this.**

**Jason Yorks, Director RMS added that there is currently no place to turn in electric car batteries. The manufacturers do not even take them back if they are defective. RMS is working on developing a recycling program for lithium batteries, but this does not include the electric car battery. He and his staff are also interested in attending this training.**

**Mr. Mirabito suggested that they ask the federal elected officials to require by statute for the for the companies who manufacture the batteries to take the batteries back and not simply put the burden on local government to dispose of them.**

6.9 Matthew McDermott for Mya Toon – Vote to approve Agreement with Geisinger Clinic in the amount not to exceed \$25,000.00 (2024 budgeted item).

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

6.10 Matthew McDermott for Mya Toon – Vote to approve Agreement with Shawn McGlaughlin M.D. in the amount of \$6,725.00 per month (2024 budgeted item).

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

6.11 Matthew McDermott for Mya Toon – Vote to approve allocation of funds to Pennsylvania College of Technology / Community Arts Center in the amount of \$20,000.00 (Act 13 funds).

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

6.12 Matthew McDermott for Mya Toon – Vote to approve Emergency Resolution 2023-31 for the purchase of chemicals from Kroff Landfill Technologies, Inc for flubber treatment in leachate wells in the amount of \$18,762.40.

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

6.13 Matthew McDermott for Mya Toon – Vote to reject all bids received for Polling Place ADA Renovations.

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

6.14 Matthew McDermott for Mya Toon – Vote to approve Amendment to Agreement with Roger Uniforms (2024 budgeted item).

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

6.15 Matthew McDermott for Mya Toon – Vote to approve Amendment to Agreement with Tammey Aichner (2024 budgeted item).

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

6.16 Matthew McDermott for Mya Toon – Vote to approve Amendment to Agreement with ATC Group Services d.b.a BCM Engineers in the amount of \$34,585.00 (2024 budgeted item).

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

6.17 Brooke Wright – Vote to approve Amendment to Agreement with McCormick Law Firm (2024 budgeted item).

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

6.18 Beth Baylor – Vote to approve Amendment to Lease Agreement with Verizon Pennsylvania LLC (2024 budgeted item).

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

- 6.19 Beth Baylor – Vote to approve Amendment to Inter-County Cooperative Communications Agreement with the County of Sullivan (2024 budgeted item).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 6.20 Alexa Bixel – Vote to approve 2024 DEP CAP Coordinator and CAP Implementation Grant award in the amount of \$205,466.00 (2024 budgeted item).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 6.21 Alexa Bixel – Vote to approve Memorandum of Understanding with Columbia, Montour, Union and Snyder Counties for the Regional Solid Waste Plan Update (2023/2024 budgeted item).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 6.22 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with YWCA Northcentral PA in the amount of \$100,000.00 (2023 PHARE funds).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 6.23 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with Greater Lycoming Habitat for Humanity (Home Preservation) in the amount of \$25,000.00 (2023 PHARE funds).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 6.24 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with Greater Lycoming Habitat for Humanity (Scott Street) in the amount of \$25,000.00 (2023 PHARE funds).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 6.25 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with Lycoming- Clinton Joinder Board in the amount of \$52,000.00 (2023 PHARE funds).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 6.26 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with American Rescue Workers in the amount of \$100,000.00 (2023 PHARE funds).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 6.27 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with STEP, Inc. (Master Leasing) in the amount of \$200,000.00 (2023 PHARE funds).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 6.28 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with STEP, Inc. (Supportive Housing) in the amount of \$200,000.00 (2023 PHARE funds).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

6.29 Jason Yorks – Vote to approve Amendment to Agreement with WSP USA Corporation in the amount of \$ \$11,325.00 (2023 budget funds available).

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

6.30 Jason Yorks – Vote to approve the repair of RMS Stone Crusher & replace toggle seat from Groff in the amount of \$12,527.30 (2023 budgeted item)

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

6.31 Matthew McDermott for Shannon Rossman – Vote to approve Agreement with Delta Development in the amount of \$100,000.00 (2024 budgeted item)

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

6.32 Matthew McDermott for Shannon Rossman – Vote to approve the appointment and reappointment of the following individuals to the Lycoming County Planning Commission:

- Appoint of Jeffrey Stroehmann: Effective 1/1/2024 to 12/31/2027.

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

- Reappointment of Joseph Reighard: Effective 1/1/2024 to 12/31/2027.

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

6.33 Matthew McDermott for Shannon Rossman – Vote to approve the appointment and reappointment of the following individuals to the Lycoming County Zoning Hearing Board:

- Appointment of Howard Fry as an Alternate: Effective 1/1/2024 to 12/31/2026.
- Re-appoint of Leslie Whitehill: Effective 1/1/2024 to 12/31/2028.

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

6.34 Austin Daily – Vote to approve Amendment 3 to Agreement for Bridge Bundling Program with Bassett Engineering in the amount of \$74,366.35 (Liquid Fuels funds).

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

6.35 Leslie Kilpatrick – Vote to approve Hourly Services Agreement with networking company (2024 budgeted item).

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

**Mr. Mirabito complimented Leslie and spoke about the letter the department staff sent praising the efforts and work that Leslie and Mark Hulyo do. The letter was signed by every staff member.**

## 7.0 COMMISSIONER COMMENT

**Mr. Mussare and Mr. Mirabito expressed their feelings about working together over the years. They thanked each other, the solicitors, the Director, Mr. Metzger, the staff, the taxpayers and all those they worked with. They also thanked their families for their support.**

**Mr. Mussare complimented Mr. Metzger on the prayers he offers and how they have calmed him over the years. He believes they have made better decisions with the guidance of God.**

## 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.

**Jim Dunn, Armstrong Township thanked the Commissioners for their investments over the years in infrastructure and quality of life. Due to their help they were able to leverage the investment and apply for the NAWF grant, which is the hardest grant to get. It has never been awarded to anyone in PA. We were awarded the grant and are able to restore four wetland areas. This is improving the quality of life which helps recruiting and retention. He also thanked them for the bridge bundling program.**

**Mark Lusk, Sheriff talked about the changes in security over the past 14 years. He thanked the Commissioners for all their support and listening to the needs of his department over the years.**

**Forrest Lehman, Director Voter Services talked about all the elected officials stepping down this year from terms of offices and returning to the ranks of citizens. He talked about Teddy Roosevelt's speech of 1910, known as the Arena Speech. Roosevelt talked about the need to be thankful to those who heard the call of elected officials. Forrest thanked Mr. Mirabito, Mr. Mussare and all those stepping down from office for their service.**

## YOU TUBE PUBLIC COMMENT



Jacob StopperFirst



KeystoneChiefFirst



William FendersonStill nothing on Non-Profit what a shame

KeystoneChiefProperty ownership is a right AND a responsibility to the community.





KeystoneChiefTo NOT reassess the property values in this county would be irresponsible and will continue to gut programs and services for our most vulnerable citizens.

**9.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, January 4, 2024, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

*FOR A MORE DETAILED ACCOUNT AND TO VIEW THIS MEETING CLICK ON THE LINK BELOW:*

*<https://www.youtube.com/watch?v=Zl4y-YrW60c>*

## ATTACHMENT (A)

### **PERSONNEL ACTIONS:**

- District Attorney's Office – Angela Lockridge, Clerk III, Full-Time Replacement, \$16.61 per hour, 75 hours per Pay Period, Start Date: January 2, 2024.
- District Attorney's Office – Matthew Hutchinson, Clerk III, Full-Time Replacement, \$16.61 per hour, 75 hours per Pay Period, Start Date: January 2, 2024.
- Pre-Release Center – David Fox, Resident Supervisor I, Full-Time Replacement, \$18.10 per hour, 80 hours per Pay Period, Start Date: January 8, 2024.
- Pre-Release Center – Shayla Wyland, Resident Supervisor I, Full-Time Replacement, \$18.10 per hour, 80 hours per Pay Period, Start Date: January 7, 2024.
- Pre-Release Center – Michelle Probst, Resident Supervisor I/Cook, Full-Time Replacement, \$18.10 per hour, 80 hours per Pay Period, Start Date: January 8, 2024.
- Prison – Shawn Meskell, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Start Date: January 8, 2024.
- Prison – Tiffany Miler, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Start Date: January 8, 2024.
- Prison – Kayla Mull, Correctional Officer I, Part-Time Replacement, \$20.00 per hour, Not to Exceed 1000 hours annually, Transfer Date: December 24, 2023.
- Budget and Finance – Emily Snyder, Accountant I, Full-Time Replacement, \$49,237.50 per year, 75 hours per Pay Period, Effective Date: January 7, 2024.
- Courts – Caitlin Solomon, Administrative Specialist, Full-Time Replacement, \$16.85 per hour, 75 hours per Pay Period, Start Date: January 2, 2024.
- Resource Management Services – Scott Young, Transfer Station Driver, Full-Time Replacement, \$19.98 per hour, 80 hours per Pay Period, Start Date: January 15, 2024