

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*

---

Telephone (570) 320-2124  
Fax (570) 320-2127

COUNTY of LYCOMING  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

---

www.lyco.org  
county.commissioners@lyco.org

**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING MINUTES  
THURSDAY, DECEMBER 7, 2023  
10:00 A.M.**

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

**ADDITIONS/REVISIONS TO AGENDA NOT PREVIOUSLY POSTED**

- Add Information Item 4.1 – Senator Gene Yaw – Historic Presentation

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

**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**

**3.0 REPORTS**

- 3.1 Kalen Barnes – Vote to ratify invoices due through 12/13/23 to be paid on 12/06/23 in the amount of \$1,777,273.00.

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

- 3.2 Kalen Barnes – Vote to ratify Polling Places Pay Run Report for payment on 12/6/23 in the amount of \$39,750.00.

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

- 3.3 Vote to ratify special check run for Hulton Contracting for payment on 11/30/23 in the amount of \$59,875.00.

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

**4.0 INFORMATION ITEMS**

- 4.1 Senator Gene Yaw – Historic Presentation

**Senator Yaw presented some historic facts. He then read and presented citations to Commissioners Mussare and Mirabito thanking them for their years of service.**

- 4.2 Joel Ruch & Rachelle Abbott – Whole Home Repair Program Kick-Off

**Ms. Abbotts remarks are attached.**

**Mr. Joel Ruch, Seda Cog, Rehab Manager- Mr. Ruch announced that he will be in charge of managing the sub-contractors. Seda Cog will hire the contractors and award the individual jobs to them. He reported that he currently has an RFP out for the contractors.**

4.3 Indigo Golf – Update on White Deer Golf Course

**Chris Strand reported that 2023 was a record year for revenue and their bottom line. He reported that this is the sixth consecutive season that they have been self-sustaining which includes their self-funded projects. They hope to continue to make improvements in 2024. He thanked the Commissioners for all their support and presented them with a check for \$35,000.**

**5.0 PERSONNEL ACTIONS**

5.1 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**

**6.0 ACTION ITEMS**

6.1 Tanya Collins – Vote to approve Professional & Administrative Services Agreement with SEDA-COG in the amount of \$125,800 00 (2022 CDBG funds).

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

6.2 Tanya Collins – Vote to approve Amendment 1 to Professional & Administrative Services Agreement with SEDA-COG (2021 CDBG funds).

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

6.3 Matthew McDermott for Kristin McLaughlin – Vote to approve Amendment #2 to Subrecipient Agreement with West Branch Regional Authority (ARPA funds).

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

6.4 Matthew McDermott – Vote to approve Proposal with Arctaris Impact Investors, LLC. (2023 budget funds available).

**Mr. Mirabito requested an executive session which was granted**

**Mr. Mussare made a motion to table the vote. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**

**Mr. Mirabito explained that this is a fund that invests in qualified opportunity zones, what these zones are and how this proposal originated. He explained the basics of the proposal by Arctaris and why he supports the proposal.**

**Mr. Mussare added that they have not yet received the proposal which is why this item was tabled, but welcomes the public's comments. He talked about the process for the proposal and the need to set parameters for the proposal. Mr. Mussare explained why he is in favor of the proposal.**

**Mr. Metzger expressed his concerns about the proposal and wants to have questions answered before any decision is made.**

**Eric Beiter, Williamsport City Council President- Mr. Beiter tried to dispel any false narratives and rumors about an abortion clinic. He commented on the city budget and where the city was getting the money for this investment. He expressed that he is in favor of this proposal and why.**

**Adam Yoder, City Council President – Mr. Yoder also dispelled rumors about an abortion clinic being part of this proposal. He assured the public that the City Council did their due diligence researching Arctaris and their previous projects. He described this as a Private-Public Partnership. He expressed his reasons for supporting this proposal.**

**Andy Harris, Member of the Investment Committee from First Community Foundation Partnership. Mr. Harris reviewed his history of learning about Arctaris, communities they have helped and what he learned from his research. He expressed his support of the project and talked about the potential long-term benefits to the community.**

**Jennifer Wilson, President of the First Community Foundation Partnership. She described her engagement with Arctaris. She talked about the parameters that could be placed in the proposal. Each entity can put their own specifics in their loan documents. Ms. Wilson clarified that they would be the last entity to get their money back. Ms. Wilson is in support of the proposal.**

**Mr. Don Peters, Cummings Township. Mr. Peters listed some pros and cons regarding the proposal. He supports moving forward with the project once some questions are answered.**

**Mr. Richard, Henry, Wolf Township. Expressed that it should be left to the incoming board to make the decision.**

**Mr. Bruce Clark, Muncy. Mr. Clark expressed his opposition to Arctaris' values that he read on their website. He commented on Section 8 Housing, the term market rate housing and doing any business with Arctaris.**

**Mr. McDermott read the definition of Market Rate Housing from the internet.**

**Ms. Michelle Green, Williamsport expressed that she would want to know what the parameters would be. She expressed her views on what would be beneficial to the County and that the decision should be left to the incoming board. Per Ms. Green, the main objective should be to improve the condition of the people. She also expressed that she is opposed to public/private partnerships.**

**Rick Houser, Loyalsock requested that the final draft be presented to the public and hopes that it will be what's best for everyone in the community. He would like to know what kind of investments are going to be made and the impacts they will have.**

**Ms. Sharon Clees gave her political views on the presidency and the state of the country.**

- 6.5 Matthew McDermott – Vote to approve the reappointment of the following individual to the Conservation District:
- Thomas Hamm: Effective 1/1/2024 – 12/31/2027(4-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 appointment of the following individual to the Conservation District:
- Aaron Kolb: Effective 1/1/2024 – 12/31/2027(4-year term)
  - Commissioner Scott Metzger: Effective 1/1/2024- 12/31/2024 (1-year term)
- 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 the award of Continuing Adult Probation and Parole Grant Funds with Pennsylvania Commission on Crime & Delinquency in the amount of \$161,590.00 (2023/2024 budgeted item).
- Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 6.8 Mya Toon – Vote to approve Revision to Budget Table Work Order for the 2022-2028 Williamsport Master Planning Grant Agreement.
- Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 6.9 Mya Toon – Vote to approve Project Management Proposal Extension for the Old City Williamsport Mixed-Use Development RACP grant.
- Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 6.10 Forrest Lehman – Vote to approve Price Quotation with Clear Ballot Group, Inc. in the amount of \$322,964.32 (2024 budgeted item).
- Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 6.11 Leslie Kilpatrick – Vote to approve Price Quotation with Mitel in the amount of \$13,702.48 (2024 budgeted item).
- Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 6.12 Leslie Kilpatrick – Vote to approve Quote Proposal with Marco Net in the amount of \$59,648.00 (2023 budgeted item).
- Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 6.13 Jeff Hutchins – Vote to approve the appointment of Stacey Folk as the Lycoming County Emergency Management Coordinator.
- Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**
- 6.14 Matthew McDermott for Nancy Schenck – Vote to approve Agreement with George Junior Republic in Pennsylvania (2023/2024 budgeted item).
- Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0**

6.15 Maleick Fleming – Vote to approve Amendment to Wayfinding Plan Grant Agreement with Department of Conservation and Natural Resources.

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

6.16 Maleick Fleming – Vote to approve Agreement with The Ridge at Mill Creek, LLC. (2023/2024 budgeted item).

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

**Mr. Mirabito commented that this is a good example of the Housing Starts Program in Loyalsock. It is a way of stimulating the housing market by helping to build the infrastructure needed.**

**Mr. Metzger added that this is part of our Housing Initiative. Two million dollars was allocated last year and 2 million this year. It is being implemented to bring traditional housing to the County.**

**Mr. Mussare stated that this is private investor using public funds and we will see a greater return in this case. He asked Mr. Lariviere several questions which were answered.**

**Mr. Jerry Lariviere, President of Pine Creek Construction- Developer – reported that the funds will go to the infrastructure, earthwork, storm water, water line delivery and sewer lines. He also reported that they have agreements for 51 of the 57 homes.**

**Mr. Mirabito added that this is Act 13 money. This will help pay for the infrastructure needed, helps sell the homes and puts 57 more houses on the tax rolls which reduces the burden on everyone. This is growth that benefits the community.**

#### **7.0 COMMISSIONER COMMENT**

**Mr. Mirabito and Mr. Mussare congratulated Mr. Metzger on being appointed President of the SEDA-COG board.**

**Mr. Metzger reported that it is an honor to serve the 11 counties. He is looking forward to serving and bringing information back to the County. This is the first time in 15 years someone from Lycoming County was appointed as President.**

**Mr. Mussare reported that there are two vendors with invoices that have not been paid by the Controller. He discussed the contracts with these vendors and the consequences to the County if they are not paid.**

#### **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.

**Scott Miller, Williamsport reported that he was dismayed when he voted that the computer ballot didn't show who he voted for.**

**Forrest Lehman, Director of Voter Services/Elections responded that it would be a violation of the state constitution if the voting system was to show the content of someone's vote on the screen.**

**Mr. Miller responded that he would like to confirm his vote and believes there are ways to resolve this. Mr. Miller reported that he agrees with the need for a reassessment. If we had been doing this on a regular basis it would have been a gradual impact. He pointed out the impact to senior citizens. Mr. Miller commented that he disagrees with providing the new owners of the mall with a LERTA and feels it is unfair.**

**Bruce Clark, Muncy – Commented on his experience when he made a mistake on his ballot and reported that the system is working and it is there for our protection. Mr. Clark suggested that the County look at the value of rebuilding a home for the reassessment which he feels would provide a more accurate assessment rate for the value of the home and the tax rate.**

**Donna Berry, Mifflin Township provided her opinion on reassessment. She is concerned that this will raise school taxes. She asked if the departments of Lycoming County can work together at the time of the sale of a house.**

**Mr. Metzger responded that the law doesn't permit that.**

**Mr. Mirabito explained that the county taxes are a function of how much revenue is needed to pay the bills. Reassessment will redistribute and equalize the tax burden. It will not automatically raise school taxes.**

**Mr. Mussare pointed out that you are not allowed to raise taxes during a reassessment. The three taxing bodies/municipalities are allowed to raise it by a percentage but they don't have to.**

**Ms. Berry asked if the fact that she paid more for the materials to build her home had any impact on the reassessment.**

**Mr. Mussare responded that the value is based on the neighborhood and sales of homes not the cost of materials to build it. He explained that it is a very complicated process. Most times it will reduce the mills, but we can't project what will happen.**

**Tom Adams, Williamsport. Mr. Adams read from the bible about fear of God and applied it to the protest scheduled for Saturday. He reported that he attended the DEP meeting and asked how the money from the grant can be spent. Mr. Adams would like it to be applied to cleaning up the forests.**

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

**None**

**9.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, December 14, 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=3fAwmp2jxvI>***

## ATTACHMENT (A)

- Pre-Release Center – Tom Tamberelli, Driver, Part-Time Replacement, \$18.10 per hour, Not to Exceed 1000 hours in a year, Start Date: December 11, 2023.
- Pre-Release Center – Stephen Mariano, Resident Supervisor I, Full-Time Replacement, \$18.10 per hour, 80 hours per Pay Period, Start Date: December 18, 2023.
- Prison – Alexandra Medford, Correctional Officer I – Relief, Full-Time Replacement, \$18.10 per hour, 80 hours per Pay Period, Start Date: December 24, 2023.
- Courts – Genevieve Lannan, Bailiff, Part-Time Replacement, \$13.68 per hour, Not to Exceed 1000 hours in a year, Transfer Date: December 24, 2023.
- District Attorney – Thomas Ungard, Chief County Detective, Full-Time Replacement, \$70,965.18 per year, 75 hours per Pay Period, Start Date: December 11, 2023.
- Courts – Tanya Smith, Administrative Specialist (MDJ Whiteman), Full-Time Replacement, \$18.26 per hour, 75 hours per Pay period, Transfer Date: December 10, 2023.



The Whole Home-Repairs Program (WHRP) is a new programming being offered by the Lycoming County Commissioners in partnership with SEDA COG. STEP is supporting SEDA COG in this effort. The program focuses on housing rehabilitation, health and safety, and accessibility, essentially the habitability of homes. STEP will be pulling from its existing Unmet Needs List for customers of the Whole Home Program. Any residents, who wants to get on the Unmet Needs list can fill out the interest forma at the STEP's website–  
<https://stepcorp.jotform.com/230735639232052>.

Additional information about the WHRP can be found at the STEP WHRP page  
<https://www.stepcorp.org/whole-home-repair/whole-home-repair.html>

STEP will be providing the coordination with the existing Unmet Needs List, eligibility determination, Service Navigation, if homeowners have additional needs, as well as providing the Whole Home Audit and Inspection once work is complete. SEDA COG will be providing oversight of the WHRP as well as getting the subcontractors that will fulfill the scope of work determined through the audit. If there are subcontractors who want to be involved, please contact SEDA COG, who currently has a request for proposal out for this service.

In addition to the housing repairs, the WHRP also has a workforce development component and SEDA COG is working with the PCT Clean Energy Center to provide two cohorts of workforce training in the field of green technology, building, and weatherization. These will occur in conjunction with the Clinton County component and happen in the Summer of 2024 and 2025.

Hope this is a good explanation, if you need more details, please reach out!