

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, JANUARY 19, 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**

- Remove Salary Board Action 4.2: Vote to approve the 2023 salary schedule as previously enacted on December 15, 2022, by approval of County Policy #400 Compensation Practices.
- Remove Action Item 6.1: Vote to approve Resolution 2023-01.
- Add Action Item 6.4: Vote to approve appointments to SEDA-Council of Governments Board of Directors.

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

- 1.5 Public Comment on Agenda Items Only

**Thomas Adams/Williamsport – Questions held for 6.7**

**2.0 REPORTS**

- 2.1 Kalen Barnes – Vote to ratify accounts payable cash requirement report through 1/25/2023 to be paid on 1/18/2023 in the amount \$2,899,006.12

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

**3.0 PERSONNEL ACTIONS**

- 3.1 Jessica Segraves – 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**

*Recess Commissioners' Public Meeting for the Salary Board*

#### **4.0 SALARY BOARD**

4.1 Convene Salary Board.

4.2 Jessica Segraves –Vote to approve the following salary board actions as outlined in Attachment (B).

4.3 Adjourn Salary Board.

**Mr. Mirabito moved to table the Financial Analyst position. Mr. Mussare 2nd the motion. Mr. Metzger, nay. Approved 3-1**

**Mr. Mirabito moved to approve the Recruitment Specilait Position. Mr. Mussare 2nd the motion. Ms. Rogers, nay. Approved 3-1**

#### *Reconvene Commissioners' Public Meeting*

#### **5.0 TDA ACTIONS**

5.1 Jessica Segraves – Approve the following TDA actions as outlined in Attachment (C).

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

#### **6.0 ACTION ITEMS**

6.1 Nicki Gottschall – Vote to approve the payment of the 2023 estimated Actuarially Determined Employer Contribution (2023 budgeted item).

**Mr. Mirabito moved to approve making a single payment. Mr. Mussare 2nd the motion. Approved 3-0**

6.2 Mya Toon – Vote to approve Grant & Monitoring Agreement with West Branch Firemen's Association (Act 13 funds).

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

6.3 Mya Toon – Vote to approve District Office Lease Agreement for 118th Congress.

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

6.4 Matthew McDermott –Vote to approve the following 2023 appointments to SEDA-Council of Governments Board of Directors:

- Scott Metzger, Commissioner Representative
- Tony Mussare, Additional Commissioner Representative

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

6.5 Matthew McDermott – Vote to approve 2023 Election Day onsite and remote support services price proposal with Clear Ballot Group, Inc. (2023 budgeted item).

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

6.6 Matthew McDermott – Vote to approve 2023 Workers Compensation Retro Plan Endorsement (2023 budgeted item).

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

6.7 Jenny Picciano – Vote to approve the request for additional grant funds for the Chesapeake Bay Community Clean Water Action Plan Coordinator and CAP Implementation Grant from the Department of Environmental Protection.

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

## **7.0 COMMISSIONER COMMENT**

**Mr. Metzger thanked colleagues for acknowledging his appointment with Seda Cog. He also spoke of the county’s loss of Gerold Ross from the coroners office and paid tribute to him.**

**Mr. Mirabito also paid tribute to Gerald Ross, Jessie Bloom and Vince Matteo and offering condolences to their families and friends. Mr. Mirabito commented on the results of the healthcare report which indicated a decline in the amount spent for employee healthcare and noted the efforts that were put forth for this to happen.**

**Mr. Mussare asked for the publics help in identifying dangerous intersctions that have traffic lights so that delay sensors can be installed. He requested that reports can be made by calling the transportation department at 570-320-2138, 570-320-2144 or 2140**

## **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.

Thomas Adams/Williamsport – Mr Adams commented on the open mic discussin on Martin Luther King that he attended at Lycoming College. He pointed out the differences in the problems students during that time period had versus the students today. He shared his opinions on what has led to these changes.

## **9.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, January 26, 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 follow the link below:***

***<https://youtu.be/vNZE6B3IY8>***

## ATTACHMENT (A)

### PERSONNEL ACTIONS:

- Human Resources – Angela Lepley, Human Resources Generalist, Full-Time Transfer, \$18.04 per hour, 75 hours per Pay Period, Anticipated Transfer Date: January 22, 2023.
- Prison – Justin Priliszh, Sergeant, Full-Time Transfer, \$27.91 per hour, 80 hours per Pay Period, Anticipated Transfer Date: January 22, 2023.
- Department of Public Safety – Tyler Fetterman, Communications Supervisor, Full-Time Transfer, \$24.52 per hour, 80 hours per Pay Period, Anticipated Effective Date: January 22, 2023.
- Department of Public Safety – Alexander Haefner, Communications Supervisor, Full-Time Transfer, \$23.82 per hour, 80 hours per Pay Period, Anticipated Effective Date: January 22, 2023.
- Prothonotary and Clerk of Courts Office – Holly Thomas, Deputy of Clerk of Courts, Full-Time Transfer, \$58,968 per year, 75 hours per Pay Period, Anticipated Transfer Date: January 8, 2023.
- Prothonotary and Clerk of Courts Office – Kevin Williams, Criminal Processing Clerk, Full-Time Transfer, \$17.17 per hour, 75 hours per Pay Period, Anticipated Transfer Date: January 22, 2023.
- Pre-Release Center – Bonnie Ramono, Resident Supervisor I, Full-Time Replacement, \$17.18 per hour, 80 hours per Pay Period, Anticipated Start Date: January 23, 2023.
- Resource Management Services – Zach Moore, Recycling Laborer, Part-Time New Position, \$14.50 per hour, not to exceed 1,000 hours, Anticipated Start Date: January 30, 2023.

## **ATTACHMENT (B)**

### **SALARY BOARD ACTIONS:**

- Budget and Finance – Request to add a Full-Time, 75 hours per Pay Period, Non-Exempt, Financial Analyst position at a Paygrade 9.  
**Mr. Mirabito moved to table. Mr. Mussare 2nd the motion. Mr. Metzger, nay.**  
**Approved 3-1**
- Human Resources Department – Request to add a Full-Time, 75 hours per Pay Period, Non-Exempt, Recruitment Specialist position at a Paygrade 6.  
**Mr. Mirabito moved to approve. Mr. Mussare 2nd the motion. Ms. Rogers, nay.**  
**Approved 3-1**

## **ATTACHMENT (C)**

### **TDA ACTIONS:**

- Budget and Finance – Request to add a Full-Time, 75 hours per Pay Period, Non-Exempt, Financial Analyst position at a Paygrade 9.
- Human Resources Department – Request to add a Full-Time, 75 hours per Pay Period, Non-Exempt, Recruitment Specialist Position at a Paygrade 6.