

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, JUNE 1, 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

No Comments

2.0 SERVICE AWARDS

- 2.1 Board of Commissioners – Recognize the following individuals on their service to Lycoming County:
 - Natalie Steppe – 10 years – Presented by Mike Mc Munn, Director Veterans Affairs

Mr. Metzger remarked that the Lycoming County Veterans Office is the best in the state. He has been told this numerous times. Mr. Metzger informed Natalie that Brigadier Weigl was very impressed with Natalie and her office during her recent visit. Mr. Metzger thanked for all that she does for the County, the Veterans and their families.

Mr. Mirabito spoke about the role model that Natalie has become. Natalie started working at the County as an Administrative Assistant, participated in the needed training and is now the Assistant Director of the Department. Mr. Mirabito commented that Natalie built a career, became a role model and has helped hundreds of veterans in the process. Mr. Mirabito informed Natalie that they appreciate all that she does. He asks that other Department heads look at the young people that work for them and how they can be mentored. This is how we build the leadership of tomorrow.

Mr. Mussare told Natalie to look back at what you know, how much you have learned and how you have helped countless veterans. Mr. Mussare stated that he always hears that Lyscoming County has the best Veterans services. Veterans from outside the county come here to utilize the services. This is a reflection on the job Natalie and the rest of the staff do. They are dedicated to helping everyone. Mr. Mussare told Natalie she should be proud of this and thanked her for all that she does.

- Sherrie Hook – 10 years – Presented by Shannon Rossman, Director Planning

Mr. Metzger thanked Sherrie for staying with the County. He told her that she has always been a calm presence with a smile on her face. Mr. Metzger remarked that the first impression someone gets sets the tone for their visit and makes a lasting impression of the kind of service they received. He thanked Sherrie and let her know the County appreciates that she has provided this type of positive service. Mr. Metzger remarked that many of the people who have retired or left the county employment come back to visit people they worked with because they are like extended family.

Mr. Mirabito exclaimed that Sherrie’s journey at the county is a great one. It demonstrates diversity in that a set of skills can be applied to different jobs. Mr. Mirabito told Sherrie that they appreciate that that she always does her job with a graceful smile and friendly manner.

Mr. Mussare echoed the other Commissioner’s comments. He commented that Sherrie always felt at ease coming to them and this is something he values. Mr. Mussare thanked Sherrie for the great job she has done for the County.

3.0 BID OPENING

Krista Rogers – Presented by Nicki Gottschall Open the following bid:

- Third Street Plaza Roofing Project (2023 budgeted item)

Third Street Plaza Reroofing Project		
Company Name	Submitted Amount	Date Submitted
Hulton Contracting INC	\$209,875.00	5/26/2023 10:48 AM
Equity Roofing	\$247,196.08	5/26/2023 12:51 PM
Mid-State Roofing and Coating Inc.	\$222,900.00	5/26/2023 1:02 PM

4.0 REPORTS

4.1 Kalen Barnes Presented by Eric Endresen – Vote to ratify invoices due through 6/07/23 to be paid on 5/31/23 in the amount of \$984,062.78.

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

Mr. Mussare explained to the public that the staff looks for grants and awards to fund many projects which makes up the difference in the budget between what is needed and the monies collected through taxes. This is an example of how government is needed. We are thankful for all the people we have representing us and looking after us.

5.0 INFORMATION ITEMS

5.1 Mya Toon – Presented by Matt McDermott - Acknowledge the County will be requesting bids for a Blodgett Electric Convention Oven (2023 budgeted item).

6.0 PERSONNEL ACTIONS

6.1 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 2nd the motion. Approved 3-0

Recess Commissioners' Public Meeting for the Board of Assessment Revisions

7.0 BOARD OF ASSESSMENT REVISIONS

7.1 Convene Board of Assessment Revisions.

7.2 Brooke Wright – Approve the following real estate tax refund:

- 16-001-405 – Travis Harman - \$366.65
- 47-205-105 – Bonnell Run Hunting & Fishing - \$590.51

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

7.3 Adjourn Board of Assessment Revisions.

Reconvene Commissioners' Public Meeting

8.0 ACTION ITEMS

8.1 Allison Wolfe – Vote to approve revision to Policy 400 – Compensation Policy.

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

8.2 Allison Wolfe – Vote to approve revision to Policy 407 – Payment for On-Call.

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

8.3 Mya Toon –Presented by Matt McDermott- Vote to approve Agreement with Independent Dialysis Group (2023 budgeted item).

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

Mr. Metzger informed everyone that the monies for this come from the state and pass through the Commissioners to the entity. These are not tax dollars.

8.4 Mya Toon – Presented by Matt McDermott - Vote to approve Resolution 2023-10 for the DiSalvo’s Restaurant Addition and Renovation Project (RACP funds).

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

8.5 Mya Toon – Presented by Matt McDermott - Vote to approve Statement of Compliance with Pennsylvania Redevelopment Assistance Capital Program (RACP) requirements.

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

Mr. Metzger thanked the Senator and Representative’s for assisting in obtaining these and many other grants which has greatly helped the County.

8.6 Kristin McLaughlin – Vote to approve ARPA Amendment to Subrecipient Agreement with West Branch Regional Authority.

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

8.7 Kristin McLaughlin – Vote to approve ARPA Amendment to Subrecipient Agreement with Hughesville-Wolf Authority.

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

8.8 Kristin McLaughlin – Vote to approve ARPA funds to the following agencies:

- Nonprofit Assistance: American Legion Post 268 Home Association of PA in the amount of \$43,405.
- Broadband: River Valley Internet in the amount of \$300,000.
- Water/Sewer: Hughesville Borough Authority in the amount of \$250,000.

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

8.9 Maleick Fleming – Vote to approve Second Amendment to Subrecipient Monitoring Agreement with Greater Lycoming Habitat for Humanity (2020 PHARE funds).

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

8.10 Maleick Fleming – Vote to approve Amendment to Subrecipient Monitoring Agreement with Greater Lycoming Habitat for Humanity (2021 PHARE funds).

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

8.11 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with Greater Lycoming Habitat for Humanity (2022 PHARE funds).

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

8.12 Nancy Ackley – Vote to approve Agreement with Diakon Family Life Services (2023 budgeted item).

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

8.13 Jason Yorks – Vote to approve Municipal Waste Disposal Capacity Agreement with Mifflin and Juniata Counties

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

9.0 COMMISSIONER COMMENT

Mr. Metzger announced that at the next public meeting they will be voting on the agreement of the mall loan. The individuals purchasing the property will be here for a presentation and comments. After that we will be voting on our part of it. The closing is scheduled for 6/16/23.

Mr. Mirabito informed the public that it is ACT 13 money being utilized and the Commissioners have protected the tax payer's money in two ways. The first is taking a lien on the land. The second is to require personal guarantees. If for some reason the project doesn't succeed the public money invested will be able to be recovered. We are doing this to kick start the development. The state is committed to the project. The first loan is being shared by the bank and the County. The real state is being used for collateral for the loan. The County and the bank are both listed as first on the lien and the personal guarantees. This means that the bank can't sell the land to satisfy their lien. The two parties must work together to make sure each is made whole.

Mr. Mirabito also told the public that the Commissioners had attended the ribbon cutting for the Lairdsville sewer system. He told the public that it is important for them to talk to their elected officials about obtaining funding. The funding gives the County the flexibility to help the communities that need it. Mr. Mirabito also emphasized that it is important for the infrastructure to continue. Lairdsville sewer system is an example of this. If the sewer system hadn't been built the town would have had to shut down because there was no place for the waste to go. With a functioning sewer system, the community has the potential to grow. Mr. Mirabito thanked the WMWA and township supervisors for all their hard work with this project.

Mr. Mussare told the public that they had a meeting with their property and liability insurance carrier. He reported that the cost of the insurance is going up for several reasons. One reason everyone should be aware of is that you can now have your suit heard anywhere in the state where the payout awards potentially are more substantial. The Insurance Companies must spread the cost of this to everyone. Per Mr. Mussare, there needs to be Tort reform or we won't be able to afford anything and taxes will have to be raised.

Mr. Metzger added that PCoRP was developed in the mid 1980's for the counties to benefit from this type of crisis. We are back to the same crisis.

10.0 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

Tom Adams, Williamsport. Tom thanked the community for all of the Memorial Day activities that were put on in the community. Tom quoted scripture and remarked on how these apply today, as well as affect our country today. Tom also commented on the issue of illegal immigrants.

No Online Comments

11.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, June 8, 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://www.youtube.com/watch?v=fByAh9jyKWE>

ATTACHMENT (A)

PERSONNEL ACTIONS:

- Courts – Debra Pietrovito, Executive Secretary, Full-Time Replacement, \$18.75 per hour, 75 hours per Pay Period, Anticipated Transfer Date: May 28, 2023.
- Prison – Brittany Mitch, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: June 4, 2023.
- Public Defender Office – Edward Reeves, Assistant Public Defender, Full-Time Replacement, \$60,500.00 per year, 75 hours per Pay Period, Anticipated Start Date: June 5, 2023.
- Assessment Office – Rachel Andreas, Clerk IV, Full-Time Replacement, \$17.01 per hour, 75 hours per Pay Period, Anticipated Start Date: June 19, 2023.
- Assessment Office – Andrea Hammond, Clerk III, Full-Time Replacement, \$16.17 per hour, 75 hours per Pay Period, Anticipated Start Date: June 26, 2023.
- Courts – Melissa Miller, Administrative Specialist, Full-Time Replacement, \$17.96 per hour, 75 hours per Pay Period, Anticipated Start Date: June 5, 2023.
- Adult Probation Office – James Schriner, Master Firearms Instructor, Part-Time New Position, \$30.00 per hour, Not to Exceed 300 hours in a year, Anticipated Start Date: June 5, 2023.