

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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COUNTY of LYCOMING  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING MINUTES  
THURSDAY, SEPTEMBER 14, 2023  
10:00 A.M.**

**Present: Commissioner Mussare Commissioner Mirabito, and Solicitor Chris Kenyon.  
Commissioner Metzger Not present, Director Matthew McDermott, not present.**

**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 2-0**

- 1.5 Public Comment on Agenda Items Only

**None**

**2.0 REPORTS**

- 2.1 Kalen Barnes – Vote to ratify invoices due through 9/20/23 to be paid on 9/13/23 in the amount of \$2,737,941.39.

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

- 2.2 Kalen Barnes – Vote to ratify Jury Panel #20 Payment Report for payment on September 11, 2023 in the amount of \$2,365.80.

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

**3.0 INFORMATION ITEMS**

- 3.1 Tony Visco – Acknowledge the County will be requesting bids for interior renovations to the existing Third Floor, Third Street Plaza building.

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

**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 2-0**

**Per Ms. Wolfe there are currently approximately 23 job openings 5 of which are for the prison.**

*Recess Commissioners' Public Meeting for the Salary Board*

## **5.0 SALARY BOARD**

5.1 Convene Salary Board.

**Mr. Mirabito moved to convene the salary board. Mr. Mussare 2<sup>nd</sup> the motion. Approved 2-0**

5.2 Allison Wolfe for Matthew McDermott – Vote to approve the following salary board actions as outlined in Attachment (B).

**Ms. Rogers asked for clarification for the reclassification. Mr. Mirabito responded that it was due to clerical error.**

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

5.3 Adjourn Salary Board.

### *Reconvene Commissioners' Public Meeting*

## **6.0 TDA ACTIONS**

6.1 Allison Wolfe – Approve the following TDA actions as outlined in Attachment (C).

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

## **7.0 ACTION ITEMS**

7.1 Mitzi Gallagher-Long – Vote to approve the following FFY23 CDBG Resolutions:

- Resolution 2023-17: Submission of Application
- Resolution 2023-18: 504 Compliance Officer Designation
- Resolution 2023-19: Fair Housing

**Ms. Gallagher -Long explained the Resolutions. Copies attached.**

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

7.2 Krista Rogers – Vote to approve Mutual Non-Disclosure Agreement with Paylocity.

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

7.3 Nancy Ackley – Vote to approve Agreement with Cornell Abraxas Group, LLC (2023 budgeted item).

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

7.4 Leslie Kilpatrick for Mark Hulyo – Vote to approve UPS purchase for Courthouse from ePlus Technology, Inc. in the amount of \$46,463.14 (2023 budget funds available).

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

## **8.0 COMMISSIONER COMMENT**

**Mr. Mirabito commented on Mr. Schaech's complaint voiced at the 9.7.23 Public Meeting. He read and explained the response that was previously sent to Mr. Schaech.**

**Mr. Mussare spoke about the current process for housing Juvenile offenders and the lack of facilities for these youth. Juvenile offenders are currently being taken to a facility in Steubenville, Ohio. Mr. Mussare talked about the issues with this system, as well as the cost.**

**Mr. Mirabito added that the Juvenile Probation Officers are trying to be more proactive with the juveniles to prevent placement. Per Mr. Mirabito this is another example of why it is important to engage youth in community programs.**

## **9.0 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.

**Tony Cooper, S. Williamsport – Topics covered include the Right to Know process and requests; Prison Board Policy, Prison Board Authority Members and meeting locations. Mr. Cooper gave Mr. Mussare a copy of papers that he previously had given to the Director of Administration.**

**Mark Mussina, Montoursville – Mr. Mussina informed the Commissioners that the Juvenile offenders are sent pretrial.**

**Tom Adams, Williamsport – Mr. Adams read a proverb. Topics he commented on include the importance of education and its benefits, separation of church and state, the constitution and the role of the Supreme Court. Mr. Adams read a quote from Gouverneur Morris.**

### **YOU TUBE COMMENTS:**

None

## **10.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, September 21, 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=fYW3C3ilYoo>

## ATTACHMENT (A)

### PERSONNEL ACTIONS:

- Pre-Release Center – Andre King, Resident Supervisor I, Full-Time Replacement, \$18.10 per hour, 80 hours per Pay Period, Start Date: September 18, 2023.
- Pre-Release Center – Casey Sheleman, Resident Supervisor I, Part-Time Replacement, \$18.10 per hour, Not to Exceed 1000 hours annually, Start Date: September 25, 2023.
- Resource Management Services – Adam Moser, Recycling Laborer, Full-Time Replacement, \$14.50 per hour, 80 hours per Pay Period, Start Date: September 18, 2023.
- Assessment – Andrea Hammond, Clerk IV, Full-Time Replacement, \$17.33 per hour, 75 hours per Pay Period, Transfer Date: October 1, 2023.

## **ATTACHMENT (B)**

### **SALARY BOARD ACTIONS:**

- Register and Recorder – Request to approve Kimber Smith, Deputy/Row Office, to be reclassified from a Paygrade 7 to a Paygrade 8 retro to January 1, 2022.
- Information Services – Request to change pay rate for Ronald Weaver, Technical Specialist, to \$22.39 per hour to correct a previous clerical error. Retro to July 24, 2023.

## ATTACHMENT (C)

### TDA ACTIONS:

- Register and Recorder – Request to approve Kimber Smith, Deputy/Row Office, to be reclassified from a Paygrade 7 to a Paygrade 8 retro to January 1, 2022.
- Information Services – Request to change pay rate for Ronald Weaver, Technical Specialist, to \$22.39 per hour to correct a previous clerical error. Retro to July 24, 2023.

2023-17

**RESOLUTION  
COUNTY OF LYCOMING**

A Resolution of the County of Lycoming, Commonwealth of Pennsylvania, authorizing the submission of an application to the Pennsylvania Department of Community and Economic Development for funding through the Community Development Block Grant (CDBG) Program, as authorized under the Housing and Community Development Act [42 USC 5301 and 24 CFR Part 570], and further certifying compliance with the requirements of said program.

WHEREAS, it is necessary and in the public interest that the County of Lycoming, Pennsylvania, receive funds from the Commonwealth through the Department of Community and Economic Development in accordance with the Community Development Block Grant Program; and

WHEREAS, the Lycoming County Board of Commissioners has the legal authority and responsibility under Act 179 to apply for Community Development Block Grant funds and represent the non-entitlement communities within the county; and

WHEREAS, the Lycoming County Commissioners have undertaken a considerable community participation process including written invitations to municipalities, informational meetings, hearings and legal notices all of which culminated in the prioritization of projects and development of a Community Development Plan; and

WHEREAS, the Lycoming County Commissioners are familiar with the requirements of the program as provided for in the Housing and Community Development Act (HCDA) and the Community Development Block Grant regulations; and

WHEREAS, the Lycoming County Board of Commissioners wishes to apply for said funds.

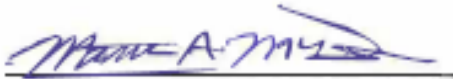
NOW, THEREFORE, BE IT RESOLVED by the Lycoming County Board of Commissioners that its Chairman is authorized to have prepared by the SEDA-Council of Governments Community Development Program staff the necessary forms and documents in order to submit an application to the Department of Community and Economic Development for Community Development Block Grant funds for the purposes aforesaid; and

BE IT FURTHER RESOLVED, if CDBG funds are determined by the Pennsylvania Department of Community and Economic Development to be expended on ineligible program costs or do not meet a national objective, Lycoming County agrees to repay the proportion deemed ineligible from non-federal sources.

BE IT FURTHER RESOLVED that the Community Development Plan was developed in coordination with low and moderate individuals, interested organizations, non-profits and other interested parties through the citizen participation process and municipal information gathering is hereby adopted; and

BE IT FURTHER RESOLVED that the Chairman of the Lycoming County Board of Commissioners is empowered to place his signature, on behalf of the governing body, on necessary application forms and affix thereto the official seal of the County of Lycoming.

Adopted by the Lycoming County Board of Commissioners at the regular meeting of September 14, 2023.

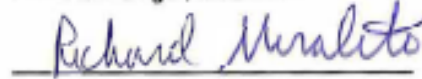


Matthew A. McDermott, Chief Clerk

(Seal)

NOT PRESENT

Scott L. Metzger, Chairman



Richard Mirabito, Secretary



Tony R. Mussare, Vice Chairman





RESOLUTION NO. 2023-18  
THE COUNTY OF LYCOMING BOARD OF COMMISSIONERS

APPOINTING A SECTION 504 COMPLIANCE OFFICER  
AND  
ESTABLISHING A GRIEVANCE PROCEDURE

WHEREAS, the County of Lycoming, Pennsylvania, is a recipient of federal funds from numerous sources, including Community Development Block Grant (CDBG), and

WHEREAS, the County of Lycoming is statutorily required to develop administrative procedures and regulations in accordance with 24 CFR Part 8 of the Code of Federal Regulations, as effectuated on July 11, 1988, to implement Section 504 of the Rehabilitation Act of 1973.

WHEREAS, the County of Lycoming must designate a Section 504 Compliance Officer who will serve as the County of Lycoming's designated representative for any and all complaints regarding 24 CFR Part 8 of the Code of Federal Regulations and adopt grievance procedures.

WHEREAS, the County of Lycoming has begun public outreach and consultation with interested parties to solicit input and feedback regarding the County of Lycoming's compliance with administrative rules and regulations related to Section 504 of the Rehabilitation Act of 1973.

NOW, THEREFORE, BE IT RESOLVED by the BOARD OF COMMISSIONERS of the County of Lycoming as follows:

1. Matthew A. McDermott is hereby designated as the County of Lycoming's Section 504 Compliance Officer.
2. The County of Lycoming has adopted a grievance procedure for any and all complaints regarding accessibility to all County of Lycoming owned facilities and programs.

I HEREBY CERTIFY that the above is a true and correct copy of a Resolution adopted at a regular meeting of the BOARD OF COMMISSIONERS of the County of Lycoming, held on September 14, 2023.

ATTEST

  
Matthew A. McDermott, Chief Clerk  
(SEAL)

COUNTY OF LYCOMING

**NOT PRESENT**

Scott L. Metzger, Chairman



Tony R. Mussare, Vice Chairman

  
Richard Mirabito, Secretary

COUNTY  
OF  
LYCOMING

RESOLUTION NO. 19 2023



FAIR HOUSING RESOLUTION

**LET IT BE KNOWN TO ALL PERSONS** of the County of Lycoming, and the County of Lycoming on behalf of Jersey Shore, Montoursville, and South Williamsport Boroughs, that discrimination in the sale, rental, leasing, financing of housing or land to be used for construction of housing, or in the provision of brokerage services because of race, color, sex (including gender identity and sexual orientation), national origin, religion, familial status (families with children), or handicap (disability) is prohibited by Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Act) and the Pennsylvania Human Relations Act adds the additional protected classes of age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. It is the policy of the County of Lycoming to implement programs to ensure equal opportunity in housing for all persons regardless of race, color, sex (including gender identity and sexual orientation), national origin, religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals. Additionally, it is illegal to retaliate against a person who has filed a fair housing complaint or assisted in a fair housing investigation. Therefore, the County of Lycoming, and the County of Lycoming on behalf of Jersey Shore, Montoursville, and South Williamsport Boroughs, does hereby pass the following resolution.

**BE IT RESOLVED**, that within available resources the County of Lycoming, and the County of Lycoming on behalf of Jersey Shore, Montoursville, and South Williamsport Boroughs, will assist all persons who feel they have been discriminated against because of race, color, sex (including gender identity and sexual orientation), national origin, religion, familial status, handicap, age, ancestry and use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals to seek equity under federal and state laws by filing a complaint with the local Fair Housing Officer, Pennsylvania Human Relations Commission and the U.S. Department of Housing and Urban Development, whichever is chosen by the person filing the complaint.

**BE IT FURTHER RESOLVED** that the County of Lycoming, and the County of Lycoming on behalf of Jersey Shore, Montoursville, and South Williamsport Boroughs, shall make publicly known this Resolution and through this publicity shall cause owners of real estate, developers, and builders to become aware of their respective responsibilities and rights under the Federal Fair Housing Act, the Pennsylvania Human Relations Act, and any local laws or ordinances.

**FURTHER ACTION** will at a minimum include, but not to be limited to:

- (1) Publicizing the name and contact information of the local Fair Housing Officer, or publicizing the Pennsylvania Human Relations Commission and U.S. Department of Housing and Urban Development Regional Office as the acting local Fair Housing Officer, which will include the process to file a complaint if a person feels they have been discriminated against in housing in any manner and other applicable fair housing information through local media and community contracts; and
- (2) Conduct at least one fair housing activity annually to better inform the public of their rights under the Fair Housing Law and Pennsylvania Human Relations Act; and

- (3) Use the fair housing logo on all materials dealing with housing programs such as but not limited to:
- a. Public advertisements for vacancy or discussing the program
  - b. Applications for assistance
  - c. Contracts
  - d. Municipal letters dealing with the federal programs

If you are a person with a disability or have Limited English Proficiency and require reasonable accommodation or document translation, please contact the business offices of County of Lycoming, 48 West Third Street, Williamsport, PA 17701, (570) 320-2124, [county.commissioners@lyco.org](mailto:county.commissioners@lyco.org), [www.lyco.org](http://www.lyco.org).

Wenn Sie eine Person mit einer Behinderung sind und eine angemessene Unterkunft benötigen, um auf eine Benachrichtigung zugreifen zu können oder wenn Sie über eingeschränkte Englischkenntnisse verfügen und eine Dokumentenübersetzung benötigen, wenden Sie sich bitte an die Geschäftsstellen von County of Lycoming, 48 West Third Street, Williamsport, PA, 17701, (570) 320-2124, TTY 711, [www.lyco.org](http://www.lyco.org).

Approved at the regularly scheduled meeting of the County of Lycoming held September 14, 2023.

ATTEST:

  
Matthew A. McDermott, Chief Clerk

COUNTY OF LYCOMING

  
Scott L. Metzger, Chairman

  
Tony R. Mussare, Vice Chairman

  
Richard Mirabito, Secretary