

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, MARCH 2, 2023  
10:00 A.M.**

**Present: Commissioner Metzger, Commissioner Mussare Commissioner Mirabito,  
Director Matthew McDermott, and Solicitor Michael Wiley.**

**1.0 OPERATIONS**

- 1.1 Opening Prayer
- 1.2 Pledge of Allegiance
- 1.3 Convene Commissioners' Public Meeting

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

- 1.4 Approve the Minutes of the Previous Meeting
- 1.5 Public Comment on Agenda Items Only

**None**

**2.0 BID OPENING**

- 2.1 Krista Rogers – Open the following bid:
  - Deed Book Repair and Restoration

Deed Book Repair & Restoration		
Company Name	Submitted Amount	Date Submitted
Kofile Technologies, Inc.	\$54,722.00	2/24/2023 4:32 PM

**3.0 REPORTS**

- 3.1 Kalen Barnes – Vote to ratify invoices due through March 8, 2023 and paid on March 1, 2023 in the amount of \$1,000,275.37

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

**4.0 PERSONNEL ACTIONS**

- 4.1 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 2<sup>nd</sup> the motion. Approved 3-0**

***Recess Commissioners' Public Meeting for the Salary Board***

**5.0 SALARY BOARD**

- 5.1 Convene Salary Board.

- 5.2 Matthew McDermott – Vote to approve administrative changes to 2024-2027 Elected Official Salary Schedule due to calculation errors as outlined in Attachment (D).

**Ms. Rogers moved to approve. Mr. Metzger 2<sup>nd</sup> the motion. Approved 4-0**

- 5.3 Matthew McDermott – Vote to approve the following salary board actions as outlined in Attachment (B).

**Ms. Rogers moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 4-0**

- 5.4 Adjourn Salary Board.

***Reconvene Commissioners' Public Meeting***

**6.0 TDA ACTIONS**

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

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

**7.0 ACTION ITEMS**

- 7.1 Matthew McDermott – Vote to approve appointment of Marshall Welch III to the Airport Authority until 12/31/2024.

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

- 7.2 Matthew McDermott – Vote to approve administrative changes to 2024-2027 Elected Official Salary Schedule due to calculation errors and approve correction to December 27, 2018, 6:00 P.M. public meeting agenda.

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

- 7.3 Mya Toon – Vote to approve Subgrant Award Notification with Pennsylvania Commission on Crime & Delinquency for APO Grant- In-Aid (2023 budgeted item).

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

- 7.4 Mya Toon – Vote to approve Amendment No. 3 to Notice of Grant and Agreement Award with USDA Natural Resources Conservation Service for Emergency Watershed Protection Project (EWP grant funded).

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

- 7.5 Mya Toon – Vote to approve Subrecipient Agreement with Lycoming County United Way (2023 budgeted item).

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

- 7.6 Jerry Kennedy – Vote to approve invoice for software support for the Assessment Office (2023 budgeted item).

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

7.7 Jason Yorks – Vote to approve Amendment to Agreement with Barton & Loguidic, D.P.C. (2023 budgeted item).

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

7.8 Jason Yorks – Vote to approve participation in Pick Up Pennsylvania initiative with PA Department of Environmental Protection (2023 Budgeted Item).

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

## **8.0 COMMISSIONER COMMENT**

**Mr. Metzger stated that he wanted to bring attention to the growing drug problem in the area. Deaths due to Fentanyl are rising. There have been nine overdose deaths due to Fentanyl in the last three months. Last year there were nineteen deaths due to Fentanyl for the year. Mr. Metzger thanked Larry Stout for his recent article on Fentanyl and bringing awareness to the issue.**

## **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.

**Bill Henderson/ Topics covered: Construction project from Williamsport to Jersey Shore and the need for safe crosswalks, Penn Dot and State responses to the issue, buildings complying with ADA standards, potential future of the mall area, industry not coming to Williamsport and lack of places to shop in Williamsport.**

**Tom Adams/Williamsport Topics covered: quoted scripture, contentment and discontentment, losing industry in the area, battling AI, energy industry, nuclear energy, transgender surgery on children.**

YouTube Public Comments:

**None**

## **10.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, March 9, 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=cmKnCT15TJg>**

## ATTACHMENT (A)

### PERSONNEL ACTIONS:

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:

- Information Technology – Nicholas Nemeth, Software Specialist, Full-Time Replacement, \$23.08 per hour, 75 hours per Pay Period, Anticipated Start Date: March 6, 2023.
- Coroner’s Office – Kassandra Houseknecht, Deputy Coroner/Investigator, Full-Time Replacement, \$19.28 per hour, 80 hours per Pay Period, Anticipated Start Date: March 20, 2023.
- Judge Linhardt – Benjamin Landon, Law Clerk, Full-Time Replacement, \$67,053.29 per year, 75 hours per Pay Period, Anticipated Start Date: April 3, 2023.
- Prison – Samuel Hostrander, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: March 6, 2023.
- Facilities Management – Donald Webb, Custodial Worker, Full-Time Replacement, \$13.68 per hour, 75 hours per Pay Period, Anticipated Start Date: March 6, 2023.
- Coroner’s Office – Kathern Kiessling, Chief Deputy Coroner, Full-Time Replacement/Transfer, \$28.96 per hour, 80 hours per Pay Period, Anticipated Transfer Date: March 5, 2023.
- Prison - Karen Benson, Licensed Practical Nurse, Full-Time Replacement, \$30.00 per hour, 80 hours per Pay Period, Anticipated Start Date: March 6, 2023.

## ATTACHMENT (B)

### **SALARY BOARD ACTIONS:**

- Coroner's Office – Request to reclassify the Chief Deputy Coroner position from a Paygrade 9 to a Paygrade 10.

## ATTACHMENT (C)

### TDA ACTIONS

- Coroner's Office – Request to reclassify the Chief Deputy Coroner position from a Paygrade 9 to a Paygrade 10.

**ATTACHMENT (D)**

<b>2024 - 2027 SCHEDULE OF ELECTED OFFICIALS' SALARIES</b>					
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>
<b>Commissioners</b>	79,068.30	83,021.72	85,512.37	88,077.74	90,720.07
<b>Controller</b>	\$ 71,956.46	\$ 75,554.28	\$ 77,820.91	\$ 80,155.54	\$ 82,560.20
	\$ 2,529.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00
	\$ 74,485.46	\$ 78,154.28	\$ 80,420.91	\$ 82,755.54	\$ 85,160.20
<b>Register &amp; Recorder</b>	\$ 71,956.46	\$ 75,554.28	\$ 77,820.91	\$ 80,155.54	\$ 82,560.20
	\$ 2,000.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00
	\$ 50.00	\$ 78,154.28	\$ 80,420.91	\$ 82,755.54	\$ 85,160.20
	\$ 74,006.46				
<b>Prothonotary</b>	\$ 71,956.46	\$ 75,554.28	\$ 77,820.91	\$ 80,155.54	\$ 82,560.20
	\$ 2,000.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00
	\$ 50.00	\$ 78,154.28	\$ 80,420.91	\$ 82,755.54	\$ 85,160.20
	\$ 74,006.46				
<b>Treasurer</b>	71,956.46	\$ 78,154.28	\$ 80,420.91	\$ 82,755.54	\$ 85,160.20
<b>Coroner</b>	\$ 71,956.46	\$ 78,154.28	\$ 80,420.91	\$ 82,755.54	\$ 85,160.20
<b>District Attorney ***</b>	\$ 212,495.00				

Adjustments to bring all Row Officers in line with each other

All Row Officers that receive Stipends will receive the same Stipend

DA Rate Set By State