

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

COUNTY of LYCOMING  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

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

**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING MINUTES  
TUESDAY, NOVEMBER 16, 2021  
10:00 A.M.**

**Present:**

**Commissioner Metzger  
Commissioner Mussare  
Commissioner Mirabito  
Director McDermott  
Solicitor Smith- Via Phone**

**1.0 OPERATIONS**

- 1.1 Opening Prayer **Opening Prayer and Pledge of Allegiance led by Mr. Metzger.**
- 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 (Agenda Items Only)
  - \***Lauren Baumann Frisco resident of Loyalsock**
  - \***Sere Altebrando resident of Montoursville**
  - \***Makenna Long resident of Hughesville**
  - \***Dennis Correll, representing Konkle Public Library**
  - \***Nicole Loffredo representing Montgomery Public Library**
  - \***Larry Stout representing Montgomery Public Library**
  - \***Christy Foresman representing Hughesville Public Library**
  - \***Deb Kuhar representing Hughesville Public Library**
  - \***Evelyn Derrick representing Muncy Public Library**
  - \***Linda Morris resident of Williamsport**
  - \***Steve Muthler representing Jersey Shore Public Library**
  - \***Frank Steckle resident of Williamsport**
  - \***Amanda Waldman resident of Montoursville reading for Tonya Anderson**
  - \***Carlos Saldivia online comments**
  - \***Chris Bastress resident of Williamsport**
  - \***Barbara McGary representing the Lycoming County Library System**

***\*Majority of public comments above spoke of the value and array of services provided by the Lycoming County Public Libraries system and would like to see increase in funding.***

- \*Steve Heafner representing Muncy Legion 268 requesting ARPA Funds
- \*Lisa Slosniac resident of Picture Rocks commending community services of Legion and requesting assistance of ARAP funds for Legion 268

- 1.6 Proclamation - Infant Safe Sleep Month
- 1.7 Proclamation – 30-Year Service to Evelyn Derrick
- 1.8 County Department Informational Series: “What They Do for You?”
  - Dave Huffman - Register & Recorder’s Office

**2.0 ACCOUNTS PAYABLE CASH REQUIREMENT**

- 2.1 Brandy Clemens – Approve Cash Requirement Report through 11/24/2021, for payment on 11/17/2021, in the amount of \$1,041,586.59  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

*Preapproval* of next week’s Cash Requirement Report through 12/01/2021, for payment on 11/24/2021 based on no meeting 11/23/2021 – with approval.

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

**3.0 PERSONNEL ACTIONS**

- 3.1 Roxanne Grieco – Approve the following personnel action(s):
  - Planning and Community Development: Alison Herman, Full Time Replacement Community and Economic Development Planner, Pay Grade 9, Salary \$42,601.69, Effective 11/22/21.**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

**4.0 INFORMATION ITEM**

- 4.1 LaKeshia Knarr – Present PA Wilds Champion Award for Business of the Year to Wolfe’s General Store.  
**Presentations by Representative Gene Yaw and Representative Joe Hamm (presented by Erik Houser)**
- 4.2 Report from Lycoming County Library System.  
*\*See public comment*
- 4.3 Mya Toon – Acknowledge the County will be requesting bids for the Construction of a suite build-out for an employee health & wellness center.
- 4.4 Mya Toon – Acknowledge the County will be requesting bids for the collection and disposal of trash and recyclable materials for Lycoming County facilities (2021 budget item).
- 4.5 Mya Toon – Acknowledge the County will be requesting proposals for a Qualified Environmental Professional to provide consulting services for the Brownfields Revolving Loan Fund Program.

- 4.6 Laruen Strausser – Acknowledge the LCRMS will be requesting proposals for tire recycling (2021 budgeted item).
- 4.7 John Lavelle – Acknowledge the opening of the County’s initial pre-application window for American Rescue Plan Act (ARPA) funds.
- 4.8 Matthew McDermott – Revision of Policy 401, County Pay Plans.
- 4.9 Brandy Clemens – 2022 Budget to go on Public Display  
*Public inspection beginning November 16, 2021, on the County Website at [www.lyco.org](http://www.lyco.org), and on location at Commissioners, Controllers, and Budget and Finance offices at 330 Pine Street, Williamsport PA and in all Lycoming County Libraries by November 19, 2021.*

*Public Outreach Meeting will be Thursday, November 18, 2021 at 6:00 p.m.  
144 West Third Street, 3<sup>rd</sup> Floor, Williamsport PA 17701*

## 5.0 **ACTION ITEMS**

- 5.1 Mya Toon – Vote to award bid for Coroner Truck Insert to ESI Equipment (2021 budget item).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.2 Mya Toon – Vote to approve Agreement with Cybergenetics (2021 budget item).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.3 Mya Toon – Vote to approve Lease Agreement with Tammy Lepley (2021 budget item).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.4 Mya Toon – Vote to approve Memorandum of Understanding with West Branch Drug and Alcohol for prevention and case management or treatment of juvenile probation clients (2021 budget item/Act 198 funds).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.5 Mya Toon – Vote to approve Memorandum of Understanding with West Branch Drug and Alcohol for the assessment and treatment of adult DUI and/or drug offenders (2021 budget item/Act 198 funds).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.6 Mya Toon – Acknowledge the list of contracts below \$10,000 and approved by the Director of Administration for the month of October.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.7 Mark Haas – Vote to approve Municipal Assistance Program grant application to the Department of Community and Economic Development (DCED).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

- 5.8 Nancy Ackley – Vote to approve Agreement with Diversified Treatment Alternative Centers (2021 budget item).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.9 Leslie Kilpatrick – Vote to approve Agreement with Mitel (2021 budget item).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.10 Matt McDermott – Vote to approve Zoning Hearing Board appointments.  
**Appoint Dr. Steve Brady**  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.11 Matt McDermott – Vote to approve Lycoming County Authority appointments.  
**Appoint Dr. Davie Jane Gilmore**  
**Mr. Mussare moved to approve. Mr. Mirabito 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.12 Matt McDermott – Vote to approve Job Creation Incentive Program with West Pharm  
**Mr. Mussare moved to table. Mr. Mirabito 2<sup>nd</sup> the motion. Tabled 3-0**  
*Agenda item for 11/30/2021*
- 5.13 Matt McDermott – Vote to revise Policy 401, County Pay Plans.  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.14 John Lavelle – Vote to approve BRIC grant application with the Federal Emergency Management Agency (FEMA).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 5.15 Lauren Strausser – Vote to approve 904 Recycling Performance grant application with the PA Department of Environmental Protection (PEMA).  
**Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**

*Recess Commissioners' Public Meeting*

6.0 **BOARD OF ASSESSMENT REVISIONS**

- 6.1 Convene Board of Assessment Revision
- 6.2 Brooke Wright – Approve the following real estate refunds:
- 09-303-120.05: Paul Ober 2012 Irrevocable Trust in the amount of \$409.72.
  - 41-352-111: Lycoming Mall Realty Holding LLC in the amount of \$79,005.88.
- Mr. Mirabito moved to approve. Mr. Mussare 2<sup>nd</sup> the motion. Approved 3-0.**
- 6.3 Adjourn Board of Assessment Revision

*Reconvene Commissioners' Public Meeting*

**7.0 COMMISSIONER COMMENT**

**Mr. Mirabito: Interested in exploring all avenues on the upcoming proposal for loan and/or grant possibilities and establishing repayment and program criteria.**

**Mr. Mussare: Agreed with Mr. Mirabito's comment.**

**Mr. Metzger: Wish all a blessed Thanksgiving.**

**8.0 PUBLIC COMMENT**

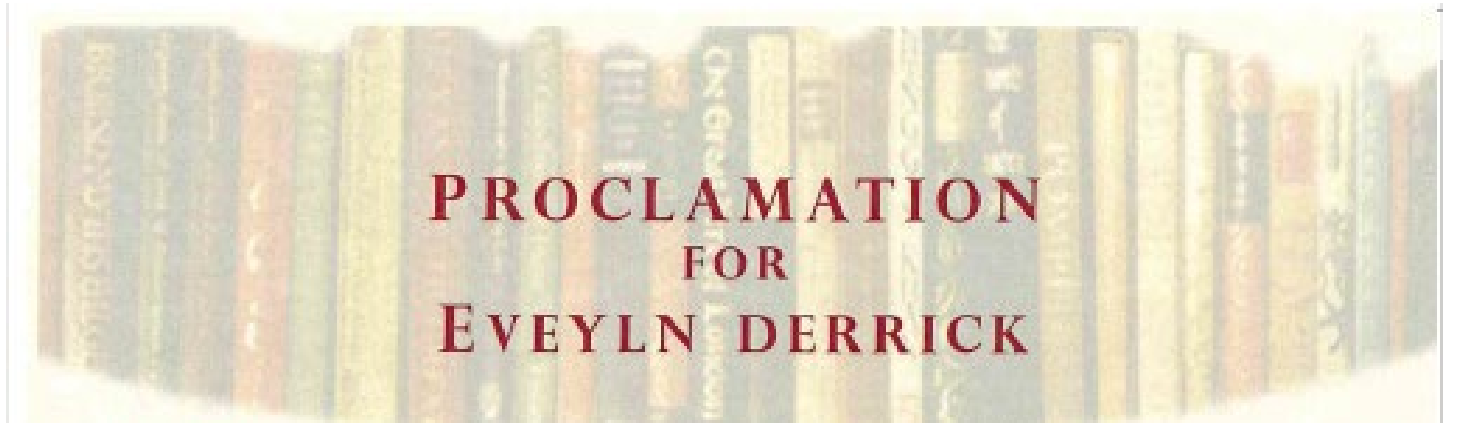
Speakers who wish to address the Board of Commissioners will be limited for no more than three (3) minutes on any particular item. The speaker must state his/her name and address for the record. Any deviation from this rule must be approved by the Board Chairman.

**\*Frank Steckle of Williamsport commented on the utilization of space for the Commissioners meeting venue and reflected on political history of Williamsport.**

**9.0 NEXT SCHEDULED MEETING** The next Commissioners Public Meeting will be held on Tuesday, November 30, 2021, at 10:00A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701

**\*\*Please refer to video recording of meeting for more detailed information.**

<https://www.youtube.com/channel/UCSRDCV2YEBfonPDRfPMnEuw/videos>



# PROCLAMATION FOR EVEYLN DERRICK

**WHEREAS,** The County of Lycoming and the Lycoming County Library System would like to express their deep appreciation to Evelyn Derrick for her thirty-three years of service both as a board member since 1984 and as an officer in your position as Secretary for the Lycoming County Library System Board; and

**WHEREAS,** During your years in governance, the library system grew in many ways such as, developing a cooperative county-wide plan, outreach services, LINK library locations, literacy services, and many successful grant programs and improvements; and

**WHEREAS,** Some major achievements of the Lycoming County Library System during her leadership:

- Establishment of a union catalog and integrated library system
- Countywide GED and Family Literacy Services
- Storymobile, Bookmobile and LINK libraries
- Leadership Development for staff and trustees
- Grants for library services and improvements

**NOW, THEREFORE,** we the Lycoming County Commissioners do hereby recognize the devotion and efforts of

**EVELYN DERRICK**

and commend her on her many years of service to the Lycoming County Library System and our community.

Lycoming County Commissioners

  
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Scott L. Metzger, Chairman

  
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Tony R. Mussare, Vice Chairman

  
\_\_\_\_\_

Richard Mirabito, Secretary

# PROCLAMATION

WHEREAS, the safety of children in Lycoming County is of the utmost importance; and,

WHEREAS, thousands of infants in the United States die each year due to placement in an unsafe sleeping environment. Infant fatalities caused by unsafe sleeping environments are entirely preventable; and,

WHEREAS, the safest sleeping environment for infants is alone in an empty crib while lying on their backs with a tightly fitted sheet, as well as warm, comfortable sleepwear; and,

WHEREAS, The National Institute of Child Health and Human Development provides family members and childcare providers with access to resources about creating safe sleeping environments for infants on their website; and,

NOW THEREFORE, the Commissioners of Lycoming County hereby proclaim the month of November 2021 as

## “INFANT SAFE SLEEP MONTH”

in Lycoming County, and encourage the community to spread awareness of how to create a safe sleeping environment for young children throughout the county.

IN WITNESS WHEREOF, we have set our hand and seal this 16<sup>th</sup> day of November, 2021.

### LYCOMING COUNTY COMMISSIONERS



Scott L. Metzger, Chairman



Tony R. Mussare, Vice Chairman



Richard Mirabito, Secretary