

**Commissioners:**

R. JACK MCKERNAN  
*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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## ***Commissioners' Meeting Agenda***

**March 21, 2019**

### ***Opening Prayer***

### ***Pledge to the Flag***

## **1.0 OPERATIONS**

- 1.1 Convene Commissioners' meeting.
- 1.2 Approve the minutes of the previous meetings.
- 1.3 Receive public comments (agenda items only).

## **2.0 ACTION ITEMS**

- 2.1 Approve Update to the TDA and totals report. (Roxanne Grieco)  
Collections – Eliminate Administrative Enforcement Officer position, paygrades 6/7 effective March 21, 2019 and reclassify Clerk IV, paygrade 5 position to Administrative Specialist Cost/Fines, paygrade 6 effective March 21, 2019.
- 2.2 Approve personnel Actions: (Roxanne Grieco)
  - Pre-Release – Belinda Parsons - as a full time replacement Cook – Pay grade 6 - \$17.86 per hour effective 4/7/2019.
  - Pre-Release – James M. Mitchley – as full time replacement Resident Supervisor – Pay grade 6 - \$16.59 per hour effective 4/1/19.
  - Prison – Yasmin Pigford – as full time replacement Correctional Officer Relief M/F – Pay grade CO1 - \$16.01 per hour effective 3/25/19.
  - Collections – Diana R. Richardson – as a full time reclassification/promotion Administrative Specialist Cost/Fines – Pay grade 06 - \$19.30 per hour effective 3/24/19.

2.3 Award Analytical Service Agreements on an as needed basis; as per bid pricing to the following Contractors: (Jason Yorks)

- Fairway Laboratories, Inc.,
- Mountain Research, LLC,
- Environmental Service Laboratories, Inc.,
- ALS Environmental

2.4 Approve 10 year renewal of PADEP Solid Waste Operating Permit. (Jason Yorks)

2.5 Approve second amendment to agreement with Fry's fire protection. (Mya Toon)

2.6 Approve bill of Sale for the vehicle and the following lots that were auctioned on Municibid: (Mya Toon)

- 2001 Chevrolet Silverado sold for \$1,550.00 to Ken George
- Miscellaneous Computer Lots 4, 5 and 6 sold for \$5,550.00 to Hamza Tariq

2.7 Award contracts for food products on a per item; as needed basis to the following: (Mya Toon)

- Keyco Distributors
- Benjamin Foods LLC,
- Feesers Inc
- Sysco Central PA

2.8 Approve Victim/Witness Services grant in the amount of \$258,893 over a 2-year period (1/1/2019-12/31/2020) from the Pennsylvania Commission on Crime and Delinquency (PCCD). (Mya Toon)

2.9 Approve 2<sup>nd</sup> amendment for form of agreement with Transitional Living Center – Lycoming County Master Leasing Program. (Austin Daily)

2.10 Enact Ordinance 2019 – 02 Pennsylvania Counties Risk Counties Risk Pool and the Execution of the Intergovernmental Cooperation Law. (Matthew McDermott).

2.11 Approve the 2019 Per Postage Pros, Neo Post vendor, lease contract for the Mach 5 Printer. (Leslie Kilpatrick)

### ***Recess Commissioners' Meeting***

## **3.0 SALARY BOARD**

3.1 Convene Salary Board.

3.2 Approve elimination of Administrative Enforcement Officer position, paygrades 6/7

3.3 Approve reclassification of Clerk IV, paygrade 5 position to Administrative Specialist Cost/Fines, paygrade 6

3.4 Adjourn Salary Board.

#### **4.0 BOARD of ASSESSMENT REVISION**

4.1 Convene Board of Assessment Revision.

4.2 Approve real estate exonerations. See attached.

4.3 Approve the following real estate refund:  
65-002-320 – Weis Markets Inc - \$3262.08  
41-373-176-999 – Ashler. Inc - \$2320.56

4.4 Adjourn Board of Assessment Revision.

#### ***Reconvene Commissioners' Meeting***

#### **5.0 REPORTS/INFORMATION ITEMS:**

5.1 Alex Armstrong – Proclamation Lycoming 4 H Week March 17-23, 2019.

5.2 Jason Hurwitz – Recognition of 100<sup>th</sup> Anniversary of the Kiwanis.

5.3 Commissioner Mussare – Proclamation of March as Red Cross Month.

5.4 Commissioners - Award Service Pins

Mark Bennardi	Maintenance	10 years
Beth Johnston	Fiscal	20 years
Susan Satteson	Prison	20 years
Tim Stutzman	Prison	20 years
Ed Feigles	Planning and Community Development	20 years

#### **6.0 COMMISSIONER COMMENT:**

#### **7.0 PUBLIC COMMENT:**

**8.0 NEXT REGULARLY SCHEDULED MEETING:** The next planning Session is Tuesday, April 2, 2019. Reminder there will be no public meetings on March 26, 2019 and March 28, 2019. The Commissioners will be attending the CCAP conference in Harrisburg.

#### **9.0 ADJOURN COMMISSIONERS' MEETING.**