

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 AGENDA
THURSDAY, January, 9 2020
10:00 A.M.**

1.0 OPERATIONS

- 1.1 Opening Prayer
- 1.2 Pledge of Allegiance
- 1.3 Convene Commissioners' Meeting
- 1.4 Approve the Minutes of the Previous Meeting
- 1.5 Public Comment (Agenda Items Only)

2.0 EMPLOYEE SERVICE AWARDS

None

3.0 TDA ACTIONS

- 3.1 Roxanne Grieco – Approve update to the TDA Report Effective 1/1/20
 - 3.1.1 District Attorney - Eliminate One (1) Assistant District Attorney - Union Position.
 - 3.1.2 District Attorney - Eliminate One (1) Clerk III - Paygrade 4.
 - 3.1.3 District Attorney - Eliminate One (1) Part-Time Clerk I - Paygrade 2.
 - 3.1.4 District Attorney - Add Two (2) Part-time Assistant County Detectives - Union Positions.
 - 3.1.5 District Attorney - Change - 1st Assistant/Deputy District Attorney -from Paygrade 13 to Paygrade 14.
 - 3.1.6 District Attorney - Change - Administrative Specialist Paygrade 5/6 to Office Administrator Paygrade 5/6.

- 3.1.7 District Attorney - Change - Clerk III Paygrade 4 to Trial Clerk Manager Paygrade 6/7.
- 3.1.8 District Attorney - Change - Paralegal Paygrade 6/7 to Fiscal Manager Paygrade 8/9.
- 3.1.9 District Attorney - Change - Clerk III Paygrade 4 to Paralegal 6/7.
- 3.1.10 Controller's Office – Change - Temporary 2nd Deputy/General Accountant paygrade 8/9 to 2nd Deputy/General Account Paygrade 8/9.
- 3.1.11 Prison – Change - Correctional Officer Female Relief/Cook to Correctional Officer Relief/Cook.

4.0 PERSONNEL ACTIONS

4.1 Roxanne Grieco – Approve Personnel Action Report

- 4.1.1 Commissioners: Scott L. Metzger, Full-Time Replacement Commissioner, Paygrade Elected, Salary \$75,260.43. Effective 1/1/20.
- 4.1.2 District Attorney: Ryan C. Gardner, Full-Time Replacement District Attorney, Paygrade Elected, Salary \$185,665.00. Effective 1/1/20.
- 4.1.3 Prothonotary: Thomas D. Heap, Full-Time Replacement Prothonotary, Paygrade Elected, Salary \$70,541.09. Effective 1/1/20.
- 4.1.4 Register & Recorder: Dave Huffman, Full-Time Replacement Register & Recorder, Paygrade Elected, Salary \$70,541.09. Effective 1/1/20.
- 4.1.5 Treasurer: Cindy S. Newcomer, Full-Time Replacement Treasurer, Paygrade Elected, Salary \$68,491.09. Effective 1/1/20.
- 4.1.6 Commissioners: Catherine D. Redden, Full-Time Replacement Executive Secretary, Paygrade 5, Salary \$29,679.54. Effective 2/18/20.
- 4.1.7 Prothonotary: Holly L. Thomas, Full-Time Replacement Data Entry Operator (Legal), Paygrade 4, \$20.37 per hour. Effective 1/12/20.
- 4.1.8 DPS / Communications: Brenton J. Pflieger, Full-Time Reclassification Fully Qualified Status, Paygrade 7, \$18.08 per hour. Effective 1/12/20.

- 4.1.9 Pre-Release: Hunter Lomison, Full-time Replacement Resident Supervisor, Paygrade 5, \$15.22 per hour.
Effective 1/12/20.
- 4.1.10 Pre-Release: Cody Shaffer, Part-Time Replacement Resident Supervisor, Paygrade 5, \$14.14 per hour. Not to exceed 1,000 hours annually.
Effective 1/12/20.
- 4.1.11 District Attorney: Martin L. Wade, Full-Time 1st Assistant/Deputy DA, Paygrade 14, Salary \$93,347.13.
Effective 1/12/20.
- 4.1.12 District Attorney: K. Michael Sullivan, Full-Time Replacement Assistant District Attorney, Paygrade ADA, Salary \$53,282.64.
Effective 1/13/20.
- 4.1.13 District Attorney: Chief County Detective, Full-Time Replacement, Paygrade CD, Salary \$69,234.33.
Effective 1/12/20.
- 4.1.14 District Attorney: Assistant County Detective, Full-Time Replacement, Paygrade AD, \$28.86 per hour.
Effective 1/12/20.
- 4.1.15 District Attorney: Assistant County Detective, Full-Time Replacement, Paygrade AD, \$26.75 per hour.
Effective 1/12/20.
- 4.1.16 District Attorney: Sara E. Fogleman, Full-Time Promotion, Fiscal Manager, Paygrade 9, \$49,855.45.
Effective 1/12/20.
- 4.1.17 District Attorney: Melissa L. Bell, Full-Time Promotion, Trial Clerk Manager, Paygrade 7, \$18.46 per hour.
Effective 1/12/20.
- 4.1.18 District Attorney: Jill L. Schriener, Full-Time Promotion, Paralegal, Paygrade 7, \$20.83 per hour.
Effective 1/12/20.
- 4.1.19 District Attorney: Abigail Inns, Full-Time Paralegal, Paygrade 7, \$21.55 per hour. Change in rate only.
Effective 1/12/20.
- 4.1.20 District Attorney: Lisa D. DiMassimo, Full-Time Replacement Promotion, Office Administrator, Paygrade 6, \$17.48 per hour.
Effective 1/12/20.

4.2 Approve HR Activity report for the month of December 2019.

Recess Commissioners' Public Meeting

5.0 SALARY BOARD ACTIONS

5.1 Convene Salary Board

5.2 Roxanne Grieco - Approve update to Salary Schedule effective 1/1/20.

5.2.1 District Attorney: Eliminate One (1) Assistant District Attorney, Union Position.

5.2.2 District Attorney: Eliminate One (1) Clerk III, Paygrade 4

5.2.3 District Attorney: Eliminate One (1) Part-Time Clerk I, Paygrade 2

5.2.4 District Attorney: Add Two (2) Part-Time Assistant County Detectives, Union Positions.

5.2.5 District Attorney: Change 1st Assistant/Deputy District Attorney from Paygrade 13 to Paygrade 14.

5.2.6 District Attorney: Change Administrative Specialist Paygrade 5/6 to Office Administrator Paygrade 5/6.

5.2.7 District Attorney: Change Clerk III Paygrade 4 to Trial Clerk Manager Paygrade 6/7.

5.2.8 District Attorney: Change Paralegal Paygrade 6/7 to Fiscal Manager Paygrade 8/9.

5.2.9 District Attorney: Change Clerk III Paygrade 4 to Paralegal Paygrade 6/7.

5.2.10 Controller's Office: Change the title of Temporary 2nd Deputy/General Accountant Paygrade 8/9 to 2nd Deputy/General Account Paygrade 8/9.

5.2.11 Prison: Change Correctional Officer Female Relief/Cook to Correctional Officer Relief/Cook

5.3 **Adjourn Salary Board**

Reconvene Commissioners' Public Meeting

6.0 REPORTS/INFORMATION ITEMS

6.1 Mya Toon - Accept Geo-Technology Associates, Inc. qualifications for the Williamsport Region Relief Well Rehabilitation and Replacement Project and acknowledge eligibility to proceed to Phase II of the procurement process

- 6.2 Mya Toon - Invitation to Bid for the Williamsport Region Relief Well Rehabilitation and Replacement Project.
- 6.3 Mya Toon – Request for Proposal for Bridge Bundling Engineering Services

7.0 ACTION ITEMS

- 7.1 Roxanne Grieco- Update the Following Policies Effective 1/1/2020:
 - Policy 100 Introduction
 - Policy 400 Job Code Listing
 - Policy 401 County Pay Plans
 - Policy 900 Loss Prevention
 - Policy 1306 County Of Lycoming Integrity Policy
- 7.2 Chelsea Blair - Designation of Agent Resolution for Hazard Mitigation Grant Program.
- 7.3 Chelsea Blair - Grant Award of Pre-Disaster Mitigation Grant in the amount of \$60,000.00.
- 7.4 Mya Toon - Contracts under \$10,000 for the month of December.
- 7.5 Mya Toon - Second Amendment with Paul Albert Architect, LLC. for the redesign of the exterior front entrance of the Lycoming County Prison.
- 7.6 Mya Toon - License and Maintenance Agreement with Corrections Development, Inc. for the District Attorney’s Office.
- 7.7 Mark Davidson - Certification of funds for the 2020 Farmland Preservation Program in the amount of \$56,150.00.

8.0 BOARD OF ASSESSMENT REVISIONS NONE

9.0 COMMISSIONER COMMENT

10.0 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.

11.0 NEXT SCHEDULED MEETING

The next scheduled work session is on Tuesday, January 14, 2020. The next public meeting will be held on Thursday, January 16, 2020. Both meetings begin at 10:00 A.M. in the Commissioner's Briefing Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

12.0 ADJOURN THE COMMISSIONERS' PUBLIC MEETING