

Commissioners:
SCOTT L. METZGER
Chairman
TONY R. MUSSARE
Vice Chairman
RICHARD MIRABITO
Secretary



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COUNTY of LYCOMING
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LYCOMING COUNTY BOARD OF COMMISSIONERS WORK SESSION AGENDA Tuesday, March 17, 2020 10:00 A.M.

AGENDA ITEMS ARE SUBJECT TO CHANGE WITHOUT NOTICE

1.0 BID OPENING

1.1 Opening bids for the LC Bridge Bundling Engineering Services project. (See attached sheet)

2.0 ACCOUNTS PAYABLE CASH REQUIREMENT REPORT

2.1 *Krista Rogers/Nicki Gottschall – Approve the following Accounts Payable Cash Requirement Report(s):

2.1.1 Accounts payable cash requirement through March 25, 2020 for payment on March 18, 2020 is \$555,143.01.

2.1.2 Approve accounts payable cash requirement report through April 1, 2020, for payment on March 25, 2020 upon review and approval by the Commissioners.

3.0 AWARDS

None

4.0 TDA ACTIONS

4.1 Roxanne Grieco – Approve update to the TDA Report.

4.1.1 Reorganization of Prothonotary/Central Collections/Assessment

4.1.2 Removal of Chief Collections/Assessment Position- Paygrades 11/12

4.1.3 Removal of Part-time Clerk III Position- Paygrade 4

***A recurring agenda item that requires action each Tuesday.**

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- 4.1.4 Movement of Clerk IV- paygrade 5 position from Central Collections to Assessment
- 4.1.5 Reclassification of Assistant Chief Assessor- paygrade 8/9 in Assessment to Assistant Chief Assessor/Director Tax Claim Bureau- Paygrades 8/9.
- 4.1.6 Movement of the following to Prothonotary from Central Collections.
- 4.1.7 Two (2) Clerk III positions- paygrade 4
- 4.1.8 One (1) Administrative Specialist, Cost/fines- Paygrade 6.
- 4.1.9 Change Central Collections Assistant Supervisor paygrades 6/7 to Assistant Supervisor Clerk of Courts- Paygrades 6/7.

5.0 **PERSONNEL ACTIONS**

- 5.1 Roxanne Grieco – Approve the following personnel actions:
 - 5.1.1 Assessment- Mark J. Anderson, Reclassification Fulltime Assist. Chief Assessor/Director Tax Claim Bureau. Salary \$49,033.26. Effective: 3/22/20.
 - 5.1.2 Assessment- Pamela Kovalski, Change in Dept. & Distribution, Fulltime Clerk IV, paygrade 5 \$21.52591/hourly. Effective: 3/22/20.
 - 5.1.3 Prothonotary- Leah M. Dawes, Change in Dept. & Distribution, Fulltime Assistant Supervisor- Clerk of Courts, Paygrade 7, \$47,967.88/Salary. Effective: 3/22/20.
 - 5.1.4 Prothonotary- Diana R. Richardson, Change in Dept. & Distribution, Fulltime Administrative Specialist- Cost & Fines, Paygrade 6, \$19.785395/hour. Effective: 3/22/20.
 - 5.1.5 Prothonotary- Cleo F. Hunt, Change in Dept. & Distribution, Fulltime Clerk III- Paygrade 4, \$15.466846/hour. Effective: 3/22/20.
 - 5.1.6 Prothonotary- Ashlea R. Woolley, Change in Dept. & Distribution, Fulltime Clerk III- Paygrade 4, \$15.253464/hour. Effective: 3/22/20.
 - 5.1.7 DPS-Communications- Alexander M. Haefner, Fully qualified reclassification, Fulltime Telecommunicator I, paygrade 7, \$18.08/hour. Effective: 3/22/20.

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5.1.8 Pre-Release- Corey W. Brewer, Part-time replacement resident supervisor, paygrade 5 \$14.14/hour. Not to exceed 1000 hours annually. Effective: 3/22/20.

5.1.9 Prison- Caleb Blank, Fulltime Reclassification Bail release Officer, paygrade 9 \$23.95/hour. Effective: 3/22/20.

5.1.10 Planning & Community Development, Scott R. Williams, Fulltime replacement/promotion Transportation Supervisor, paygrade 11, \$57,749.19/Salary. Effective: 3/22/20.

5.1.11 Pre-release- Kaitlin N. Lunger, Full time replacement Female Resident Supervisor, paygrade 5 \$15.22/hour. Effective: 4/5/20.

6.0 SALARY BOARD ACTIONS

6.1 Roxanne Grieco – Approve update to Salary Schedule.

6.1.1 Reorganization of Prothonotary/Central Collections/Assessment

6.1.2 Removal of Chief Collections/Assessment Position- Paygrades 11/12

6.1.3 Removal of Part-time Clerk III Position- Paygrade 4

6.1.4 Movement of Clerk IV- paygrade 5 position from Central Collections to Assessment

6.1.5 Reclassification of Assistant Chief Assessor- paygrade 8/9 in Assessment to Assistant Chief Assessor/Director Tax Claim Bureau- Paygrades 8/9.

6.1.6 Movement of the following to Prothonotary from Central Collections.

6.1.7 Two (2) Clerk III positions- paygrade 4

6.1.8 One (1) Administrative Specialist, Cost/fines- Paygrade 6.

6.1.9 Change Central Collections Assistant Supervisor paygrades 6/7 to Assistant Supervisor Clerk of Courts- Paygrades 6/7.

7.0 REPORTS/INFORMATION ITEMS

7.1 RFP for Employee Health & Wellness Clinic

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8.0 ACTION ITEMS

- 8.1 Mya Toon-Award RFP for Solicitor Services for Tax Claim Bureau to McCormick Law Firm
 - 8.2 Mya Toon-3- Year Agreement with Johnson Controls to test and inspect the fire alarm system at the Prison in the amount of \$15,807.00.
 - 8.3 Mya Toon-Grant & Monitoring Agreement with American Rescue Workers in the amount of \$20,000.00.
 - 8.4 Mya Toon-Grant & Monitoring Agreement with Lycoming County Library System in the amount of \$1,281,912.00.
 - 8.5 Mya Toon- Grant & Monitoring Agreement with Community Arts Center in the amount of \$10,000.00.
 - 8.6 Mya Toon-Grant & Monitoring Agreement with Lycoming County Senior Citizens, Inc.in the amount of \$10,000.00.
 - 8.7 Mya Toon- Grant & Monitoring Agreement with Lycoming County Fire Police Association, in the amount of \$2,000.00.
 - 8.8 Mya Toon- Grant & Monitoring Agreement with Lycoming County Industrial Development Authority, in the amount of \$3,000.00.
 - 8.9 Mya Toon- Grant & Monitoring Agreement with Veterans Memorial Park Commission, in the amount of \$55,000.00.
 - 8.10 Mya Toon- Grant & Monitoring Agreement with Williamsport Regional Airport, in the amount of \$125,000.00.
 - 8.11 Mya Toon- Grant & Monitoring Agreement with West Branch Firemen's Association, in the amount of \$15,000.00.
 - 8.12 Mya Toon- Grant & Monitoring Agreement with Firetree Place, in the amount of \$40,000.00.
 - 8.13 Jerry Kennedy- 3-Year Annual Software Assurance Plan with Help Desk Technology Incorporation for ServicePRO software licensing and maintenance, in the amount of \$14,356.60.
 - 8.14 Shannon Rossman- Acknowledge and support the Union County Board of Commissioners to serve as lead applicant for the Appalachian Regional Commission (ARC) POWER grant to buildout high speed internet access in a Northumberland, Union, Clinton, and Lycoming County.
 - 8.15 Jason Yorks- Award Bid for Gregg Township Sewage Force Main Construction
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Project to R & L Development Company, in the amount of \$799,621.00.

8.16 Jason Yorks- Purchase of repairs and replacement parts for the Single Stream Recycling System from Green Machine Sales, LLC., in the amount of \$19,711.92.

8.17 Jason Yorks- Submit 902 Grant Application to the Department of Environmental Protection, in the amount of \$349,485.59.

8.18 Beth Johnston/Chris Brewer -Enactment of an Ordinance, Numbered 2020-02, as presented by Special Counsel to the County, which ordinance would be used to refinancing and reduce debt service payments by the County.

9.0 **BOARD OF ASSESSMENT REVISIONS**

None

10.0 **COMMISSIONER COMMENT**

11.0 **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.

12.0 **NEXT SCHEDULED MEETING**

The next public meeting will be held on Thursday, March 19 at 10:00 A.M. in the Commissioner's Briefing Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

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