

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



MATTHEW A. McDERMOTT
*Director of Administration
and Chief Clerk*
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COUNTY of LYCOMING
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LYCOMING COUNTY BOARD OF COMMISSIONERS WORK SESSION AGENDA TUESDAY August 4, 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 BID OPENINGS

- RFP for Employee Health & Wellness Clinic
- RFP for Health Insurance Broker

3.0 ACCOUNTS PAYABLE CASH REQUIREMENT

- 3.1 Nicki Gottschall- Accounts Payable Cash Requirements Report through August 19, 2020 for payment August 5, 2020 in the amount of \$1,389,991.77.

4.0 TDA ACTIONS

None

5.0 PERSONNEL ACTIONS

Roxanne Grieco – Approve the following personnel actions:

- 5.1 Prison: Zachariah J. Zelewicz, as Full-time replacement/promotion, Maintenance Manager, Paygrade 10, Salary/\$50,745.16. Effective 8/9/20.
- 5.2 Planning & Community Development: Christopher M. Musto, as Full-time replacement/promotion, Community &

Economic Development Planner, Paygrade 8, \$39,500.23.
Effective 8/9/20.

- 5.3 Planning & Community Development: Lori L. Weston, as Full-time replacement/promotion, Administrative Support Supervisor, paygrade 8, \$53,746.89. Effective 8/9/20.
- 5.4 Courts- MDJ Frey: Cherie A. Bowen, as Full-time replacement Clerk III, paygrade 4, \$13.95/hourly. Effective 8/10/20.
- 5.5 Courts- MDJ Frey: Amber M. Fink, as Full-time replacement Clerk III, paygrade 4, \$13.95/hourly. Effective 8/10/20.
- 5.6 Adult Probation: Alexis A. Kilgus, as Full-time replacement Clerk III, paygrade 4, \$13.95/ hourly. Effective 8/17/20.
- 5.7 Information Services-Systems Support: Kayla L. Shireman, as Full-time replacement Clerk III/Floater, paygrade 4, \$13.95/hourly. Effective 8/10/20.
- 5.8 Pre-Release: Abigail C. Burley, as Full-time Resident Supervisor (reserve), paygrade 5. \$15.22/ hourly. Effective 8/9/20.
- 5.9 Pre-Release: Corey W. Brewer, as Full-time Resident Supervisor, paygrade 5, \$15.22/hourly. Effective 8/9/20.
- 5.10 Pre-Release: Hunter Lomison, as Part-time Resident Supervisor, paygrade 5, \$15.22/hourly-not to exceed 1000 hours annually. Effective 8/9/20.
- 5.11 Approve HR Activity report for the month of July 2020.

6.0 SALARY BOARD ACTIONS

None

7.0 REPORTS/INFORMATION ITEMS

- 7.1 Thursday we will be presenting service awards for July/Aug.

8.0 ACTION ITEMS

- 8.1 Forrest Lehman-Vote on Grant Agreement with Department of State for Grants for Election Modernization and Security (GEMS) Program Funds in the amount of \$542,531.87.
- 8.2 Mark Anderson- Vote on Real Estate Refund- 51-001-408 – Caleb Catherine \$73.07.
- 8.3 Scott Konkle- Vote on Memorandum of Understanding with Donald Tressler, Sr. to provide appropriate communications for constable services.
- 8.4 Jerry Kennedy- Vote on the purchase of high volume industrial shredder from JTF Business Systems IN THE AMOUNT OF \$20,220.00.
- 8.5 Matthew McDermott- MOU with Pennsylvania College of Technology.
- 8.6 Jenny Picciano- Vote on Professional and Administrative Services Agreement with SEDA-COG to provide grant administration and activity management for a portion of the County's COVID-19 County Relief Block Grant in the amount not to exceed \$179,050.00.
- 8.7 John Lavelle- 2020 CDBG-DR Resolution 2020-19.
- 8.8 Lauren Strausser - Recommend awarding RFP for Processing and Recycling of Electronic Waste to the following bidders: Green Chip, Inc., SAMR, Inc., E-Loop, LLC, and MRM, LLC.
- 8.9 Jason Yorks- Vote on Annual Compliance Certification Form with the PA Department of Environmental Protection to comply with air quality permit.
- 8.10 Jason Yorks- Vote on the purchase of Green Eye Cooling System Units from Green Machine for the Recycling Center in the amount of \$41,343.69.
- 8.11 Stephanie Tribble- Vote on Title IV-D Cooperative Agreement with PA Department of Human Services to administer and optimize the effectiveness and performance of Title IV-D Child Support Enforcement Program.
- 8.12 Stephanie Tribble- Vote on Intergovernmental Agreement with Lycoming County Sheriff's Department and Lycoming County Domestic Relations Section to perform various duties on behalf of the Domestic Relations Section.

8.13 Stephanie Tribble- Vote on Intergovernmental Agreement with Lycoming County Sheriff's Department and Lycoming County Domestic Relation's Section to perform law enforcement needs and security on behalf of the Domestic Relations Section.

8.14 Matthew McDermott- Vote on Amendment to Agreement between the County of Lycoming and Dawn M. Hughes, PH.D ABPP in the amount not to exceed \$20,000.00.

9.0 BOARD OF ASSESSMENT REVISIONS

None

10.0 COMMISSIONERS 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, August 6, 2020, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

13.0 ADJOURN THE COMMISSIONERS' PUBLIC MEETING