

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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COUNTY of LYCOMING
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

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**LYCOMING COUNTY BOARD OF COMMISSIONERS
WORK SESSION AGENDA
TUESDAY, JANUARY 7, 2020
10:00 A.M.**

AGENDA ITEMS ARE SUBJECT TO CHANGE WITHOUT NOTICE

1.0 BID OPENING
None

2.0 ACCOUNTS PAYABLE CASH REQUIREMENT REPORT

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

2.1.1 The accounts payable cash requirement through January 15, 2020 for payment on or before January 8, 2020, is \$2,061,222.32.

3.0 EMPLOYEE SERVICE AWARDS
None

4.0 TDA ACTIONS

4.1 Roxanne Grieco - Approve update to the TDA Report Effective 1/1/20

4.1.1 District Attorney - Eliminate One (1) Assistant District Attorney - Union Position.

4.1.2 District Attorney - Eliminate One (1) Clerk III - Paygrade 4.

4.1.3 District Attorney - Eliminate One (1) Part-Time Clerk I - Paygrade 2.

4.1.4 District Attorney - Add Two (2) Part-time Assistant County Detectives - Union Positions.

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

An agenda item that requires action on Tuesday.

- 4.1.5 District Attorney - Change - 1st Assistant/Deputy District Attorney -from Paygrade 13 to Paygrade 14.
- 4.1.6 District Attorney - Change - Administrative Specialist Paygrade 5/6 to Office Administrator Paygrade 5/6.
- 4.1.7 District Attorney - Change - Clerk III Paygrade 4 to Trial Clerk Manager Paygrade 6/7.
- 4.1.8 District Attorney - Change - Paralegal Paygrade 6/7 to Fiscal Manager Paygrade 8/9.
- 4.1.9 District Attorney - Change - Clerk III Paygrade 4 to Paralegal 6/7.
- 4.1.10 Controller's Office - Change the title of Temporary 2nd Deputy/General Accountant paygrade 8/9 to 2nd Deputy/General Account Paygrade 8/9.
- 4.1.11 Prison- Change Correctional Officer Female Relief/Cook to Correctional Officer Relief/Cook

5.0 PERSONNEL ACTIONS

5.1 Roxanne Grieco – Approve the following personnel actions:

- 5.1.1 Commissioners - Scott L. Metzger – Full-Time Replacement Commissioner - Paygrade Elected - Salary \$75,260.43. Effective 1/1/20.
- 5.1.2 District Attorney - Ryan C. Gardner – Full-Time Replacement District Attorney - Paygrade Elected - Salary \$185,665.00. Effective 1/1/20.
- 5.1.3 Prothonotary - Thomas D. Heap – Full-Time Replacement Prothonotary - Paygrade Elected - Salary \$70,541.09. Effective 1/1/20.
- 5.1.4 Register & Recorder - Dave Huffman - Full-Time Replacement Register & Recorder - Paygrade Elected - Salary \$70,541.09. Effective 1/1/20.
- 5.1.5 Treasurer - Cindy S. Newcomer - Full-Time Replacement Treasurer - Paygrade Elected - Salary \$68,491.09. Effective 1/1/20.
- 5.1.6 Commissioners - Catherine D. Redden - Fulltime Replacement Executive Secretary - Paygrade 5 - Salary \$29,679.54. Effective 2/18/20.

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- 5.1.7 Prothonotary - Holly L. Thomas – Full-Time Replacement Data Entry Operator (Legal) - Paygrade 4 - \$20.37 per hour. Effective 1/12/20.
- 5.1.8 DPS - Communications - Brenton J. Pfleeger - Full-Time Reclassification Fully Qualified Status - Paygrade 7 - \$18.08 per hour. Effective 1/12/20.
- 5.1.9 Pre-Release - Hunter Lomison - Full-time Replacement Resident Supervisor - Paygrade 5 - \$15.22 per hour. Effective 1/12/20.
- 5.1.10 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.
- 5.1.11 District Attorney - Martin L. Wade - Full-Time 1st Assistant/Deputy DA - Reorganization - Paygrade and Salary Change - Paygrade 14 - Salary \$93,347.13. Effective 1/12/20.
- 5.1.12 District Attorney – K. Michael Sullivan – Fulltime Replacement Assistant District Attorney- Paygrade ADA- \$53,282.64/ Salary- Effective 1/13/20.
- 5.1.13 District Attorney – Chief County Detective - Full-time Replacement - Paygrade CD - \$69,234.33/Salary- Effective 1/12/20.
- 5.1.14 District Attorney – Assistant County Detective - Full-time Replacement - Paygrade AD - \$28.86/Hourly- Effective 1/12/20.
- 5.1.15 District Attorney – Assistant County Detective - Full-time Replacement - Paygrade AD - \$26.75/Hourly- Effective 1/12/20.
- 5.1.16 District Attorney – Sara E. Fogleman–Fulltime Promotion- Fiscal Manager- Paygrade 9- \$49,855.45- Effective 1/12/20.
- 5.1.17 District Attorney – Melissa L. Bell–Fulltime Promotion- Trial Clerk Manager- Paygrade 7- \$18.46/ Hourly- Effective 1/12/20.
- 5.1.18 District Attorney – Jill L. Schriener–Fulltime Promotion- Paralegal- Paygrade 7- \$20.83/ Hourly- Effective 1/12/20.
- 5.1.19 District Attorney – Abigail Inns–Fulltime - Paralegal- Paygrade 7- \$21.55/ Hourly- Reorganization DA’s office-change in rate only. Effective 1/12/20.

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5.1.20 District Attorney – Lisa D. DiMassimo–Fulltime Replacement/Promotion-
Office Administrator- Paygrade 6- \$17.48/ Hourly- Effective 1/12/20.

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

6.0 SALARY BOARD ACTIONS

6.1 Roxanne Grieco - Approve update to Salary Schedule. Effective 1/1/20.

6.1.1 District Attorney- Eliminate One (1) Assistant District Attorney- Union
Position.

6.1.2 District Attorney- Eliminate One (1) Clerk III- Paygrade 4

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6.1.10 Controller's Office- Change the title of Temporary 2nd Deputy/General
Accountant paygrades 8/9 to 2nd Deputy/General Account paygrades 8/9.

6.1.11 Prison- Change Correctional Officer Female Relief/Cook to Correctional
Officer Relief/Cook

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7.0 REPORTS/INFORMATION ITEMS

- 7.1 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.
- 7.2 Mya Toon - Invitation to Bid for the Williamsport Region Relief Well Rehabilitation and Replacement Project.

8.0 ACTION ITEMS

- 8.1 Ken George – Approve Agreement with Air Management Technologies, Inc. to provide HVAC system engineering and design services for Third Street Plaza building.
- 8.2 Adrienne Stahl/Director McDermott - Agreement with Donald F. Martino, Esq. to provide legal Representation.
- 8.3 Chelsea Blair - Agreement with Keller Partners & Company for \$6,750.00 per month.
- 8.4 Chelsea Blair - Designation of Agent Resolution for Hazard Mitigation Grant Program.
- 8.5 Chelsea Blair - Grant Award of Pre-Disaster Mitigation Grant in the amount of \$60,000.00.
- 8.6 Mya Toon - Contracts under \$10,000 for the month of December.
- 8.7 Mya Toon - Second Amendment with Paul Albert Architect, LLC. for the redesign of the exterior front entrance of the Lycoming County Prison.
- 8.8 Mya Toon - License and Maintenance Agreement with Corrections Development, Inc. for the District Attorney's Office.
- 8.9 Mya Toon - Agreement with Murphy, Butterfield & Holland, P.C. to provide Zoning Hearing Board Solicitor.
- 8.10 Mya Toon - Agreement with Penrac, LLC. for business rental vehicles.
- 8.11 Mya Toon - Bill of Sale for 2007 Chevrolet Express 2500 Van in the amount of \$4,906.00.

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- 8.12 Mya Toon - Bill of Sale for 2008 Chevrolet Express Van in the amount of \$5,400.00.
- 8.13 Mya Toon - Bill of Sale for 2002 GMC Van in the amount of \$875.00.
- 8.14 Mya Toon - Agreement with Jean Landis for mitigation services.
- 8.15 Mya Toon - Certification of funds for the 2020 Farmland Preservation Program in the amount of \$56,150.00.
- 8.16 Mya Toon- Third Amendment with Fry's Fire Protection for Fire Extinguisher Maintenance.
- 8.17 Mya Toon- Adopt Resolution 2020-02. Signatures to approve agreements with various contractors and vendors for goods and services over \$10,000.00.
- 8.18 Matthew McDermott - Adopt Resolution 2020-01 with Citizens & Northern Bank to provide primary depository banking services.
- 8.19 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

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, January 9, 2020, 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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