

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
WORK SESSION AGENDA
TUESDAY, August 11, 2020
10:00 A.M.**

AGENDA ITEMS ARE SUBJECT TO CHANGE WITHOUT NOTICE

1.0 OPERATIONS

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

2.0 Awards- Maurice Burden 03/29/1993 – 08/14/2020- retirement

3.0 TDA ACTION

Roxanne Grieco – Approve update to the TDA Report

- 3.1 Assessment- Change Assistant Chief Assessor, paygrades 8/9 to Assistant Chief Assessor/Director Tax Claim Bureau, paygrade 8/9.
- 3.2 Prothonotary- Change one (1) Clerk III, paygrade 4 to Clerk IV paygrade 5.
- 3.3 Prothonotary/Clerk of Courts- Change one (1) Clerk III, paygrade 4 to Clerk IV, paygrade 5.
- 3.4 Prothonotary/Clerk of Courts- Change Data Entry Operator Legal, paygrade 4 to Clerk IV- Data Entry, paygrade 5.
- 3.5 Prothonotary- Eliminate one (1) FT Clerk 1 (11), paygrade 2/3.
- 3.6 Prothonotary/Clerk of Courts- Change one (1) FT Clerk III, paygrade 4 to one (1) PT Clerk III, Paygrade 4.

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

An agenda item that requires action on Tuesday.

4.0 PERSONNEL ACTIONS

Roxanne Grieco – Approve the following personnel actions:

- 4.1 Prison- Justin J. Priliszh, Full-Time Replacement/Promotion, Intake Officer, Paygrade CO11, \$19.37/ Hourly. Effective 8/23/20.
- 4.2 Prothonotary- Sharon L. Greene, Full-Time Replacement/Promotion, Clerk IV, Paygrade 5, \$16.53/Hourly. Effective: 8/23/20.
- 4.3 Prothonotary- Dale E. Schenck, Full-Time Replacement/Promotion. Clerk III, Paygrade 4, \$15.40/Hourly. Effective: 8/23/20.
- 4.4 Assessment- Brooke E. Wright, Full-Time Reorganization- Change in rate, Chief Assessor, Paygrade 10, Salary \$61,463.15. Effective: 8/23/20.
- 4.5 Assessment- Mark J. Anderson, Full-Time Reorganization- Change in rate and title, Assistant Chief Assessor/Director Tax Claim Bureau-, Paygrade 9, Salary \$51,368.17. Effective: 8/23/20.
- 4.6 Treasurer- Carol A. Johnston, Full-Time Reorganization- Change in rate, Deputy, Paygrade 7, Salary/\$45,043.45. Effective 8/23/20.
- 4.7 Treasurer- Penelope J. Cummings, Full-Time Reorganization- Change in Rate, Deputy, Paygrade 7, Salary/\$37,985.94. Effective 8/23/20.
- 4.8 Treasurer- Carrie L. Stine, Full-Time Reorganization- change in rate, Clerk III, Paygrade 4, \$16.33/Hourly. Effective: 8/23/20.
- 4.9 Treasurer- Kathrine A. Zay, Full-Time Reorganization- change in rate, Clerk III, Paygrade 4, \$15.55/Hourly. Effective: 8/23/20.
- 4.10 Prothonotary- Elizabeth J. Burkhart, Full-Time Reorganization- change in rate, title, grade and job code, Clerk IV, Paygrade 5, \$15.39/Hourly. Effective: 8/23/20.
- 4.11 Prothonotary/Clerk of Courts- Ashlea R. Woolley, Full-Time Reorganization- change in rate, title, grade and job code, Clerk IV, Paygrade 5, \$16.02/Hourly. Effective: 8/23/20.
- 4.12 Prothonotary/Clerk of Courts- Holly L. Thomas, Full-Time Reorganization- change in rate, title, grade and job code, Clerk IV-Data Entry, Paygrade 5, \$21.39/Hourly. Effective: 8/23/20.

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- 4.13 Prison- Lacy J. Swain, Full-Time Lateral move, change in title and job code, Correctional Officer/Rover, Paygrade CO11, \$21.6685/Hourly, Effective: 8/23/20.

Recess Commissioners' Public Meeting

5.0 SALARY BOARD ACTIONS

Roxanne Grieco – Approve update to Salary Schedule:

- 5.1 Assessment- Change Assistant Chief Assessor, paygrades 8/9 to Assistant Chief Assessor/Director Tax Claim Bureau, paygrade 8/9.
- 5.2 Prothonotary- Change one (1) Clerk III, paygrade 4 to Clerk IV paygrade 5
- 5.3 Prothonotary/Clerk of Courts- Change one (1) Clerk III, paygrade 4 to Clerk IV, paygrade 5.
- 5.4 Prothonotary/Clerk of Courts- Change Data Entry Operator Legal, paygrade 4 to Clerk IV- Data Entry, paygrade 5.
- 5.5 Prothonotary- Eliminate one (1) FT Clerk 1 (11), paygrade 2/3.
- 5.6 Prothonotary/Clerk of Courts- Change one (1) FT Clerk III, paygrade 4 to one (1) PT Clerk III, Paygrade 4.

Reconvene Commissioners' Public Meeting

6.0 REPORTS/INFORMATION ITEMS

- 6.1 Kristin McLaughlin- CDBG-CV final public hearing

7.0 ACTION ITEMS

- 7.1 Jerry Kennedy- Vote on Agreement with Melillo Consulting for Cisco hardware and installation in the amount of \$44,128.86.
- 7.2 Mya Toon- Vote on Amendment to Lease Agreement with Environmental Consultants & Affiliates Network (ECAN) to exercise second one-year renewal option from July 1, 2020, to June 30, 2021.
- 7.3 Mya Toon- Vote on Consignment Auction Agreement with Enterprise Fleet Management to sell the County's surplus vehicles at wholesale auction in the amount of \$275= towing per vehicle.

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- 7.4 Mya Toon- Acknowledge the list of approved contracts by the Director of Administration for the month of May, June and July.
- 7.5 Mya Toon- Vote on Agreement with Paul Albert Architect, LLC to provide architectural design and engineering services for property 2107 Lycoming Creek Road in the amount of \$44,200.00.

8.0 COMMISSIONER COMMENT

9.0 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.

10.0 NEXT SCHEDULED MEETING

There will not be any Commissioners meetings on Thursday August 13, 2020, Tuesday August 18th and Thursday August 20th. The next Commissioners Work Session will be held on Tuesday, August 25, 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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