

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
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LYCOMING COUNTY BOARD OF COMMISSIONERS
Meeting Agenda
Tuesday, April 13, 2021
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)
- 1.6 **Presenting Proclamation:**
 - *National County Government Month
 - *National Public Safety Telecommunicator Week- DPS

2.0 BID OPENINGS- Bid Project – Shriver's Ridge Tower Right-A-Way Clearing

3.0 ACCOUNTS PAYABLE CASH REQUIREMENT

Nicki Gottschall – Approve the following cash requirement report(s):

- 3.1 Heather Lehman- Approve accounts payable Cash Requirements Report through April 21, 2021 for payment April 14, 2021 in the amount of \$1,128,344.85.

4.0 TDA ACTION

Roxanne Grieco – Approve update to the TDA Report:

- 4.1. FISCAL SERVICES – OFFICIALLY CHANGE THE NAME OF FISCAL SERVICES TO BUDGET & FINANCE EFFECTIVE 04/11/21
- 4.2. BUDGET & FINANCE – CHANGE THE TITLE OF DIRECTOR OF FISCAL SERVICES – PAYGRADES 12/13 TO THE DIRECTOR OF BUDGET & FINANCE – PAYGRADES 12/13. EFFECTIVE 04/11/21
- 4.3. REORGANIZATION - MOVE THE FOLLOWING POSITIONS FROM CONTROLLERS OFFICE TO THE OFFICE OF BUDGET & FINANCE EFFECTIVE 04/11/21:
 - A. FROM CONTROLLER - 2ND DEPUTY/GENERAL ACCOUNTANT – PAYGRADES 8/9 TO BUDGET & FINANCE AS GENERAL ACCOUNTANT PAYGRADES 8/9
 - B. FROM CONTROLLER - GENERAL ACCOUNTANT – PAYGRADES 8/9 TO BUDGET & FINANCE AS GENERAL ACCOUNTANT – PAYGRADES 8/9
 - C. FROM CONTROLLER - FINANCIAL TECHNICIAN – PAYGRADES 5/6 TO BUDGET & FINANCE AS FINANCIAL TECHNICIAN – PAYGRADES 5/6
 - D. FROM CONTROLLER - FINANCIAL TECHNICIAN – PAYGRADES 5/6 TO BUDGET & FINANCE AS FINANCIAL TECHNICIAN – PAYGRADES 5/6
- 4.4. PRISON – REMOVE ONE (1) PART-TIME LPN POSITION – PAYGRADE 6
- 4.5. RMS – TRANSFER STATION – CREATE ONE (1) NEW TIPPING FLOOR COORDINATOR POSITION PAYGRADES 5/6
- 4.6. SOIL CONSERVATION - RECLASSIFY PART-TIME CONSERVATION DISTRICT SPECIAL PROJECTS POSITION – PAYGRADE 12 @ \$38.529167/HOUR (LIMITED TO 1000 HOURS ANNUALLY) TO PART-TIME SOIL CONSERVATION SPECIAL PROJECTS POSITION – PAYGRADE 9 @ \$20.28 PER HOUR (LIMITED TO 1000 HOURS ANNUALLY)

5.0 PERSONNEL ACTIONS

Roxanne Grieco – Approve the following personnel action(s):

- 5.1 Veteran Affairs-- James M. Mitchley, Full-Time Replacement Position, Veteran Affairs Assistant, Paygrade 6, \$17.44/ Hourly. Effective 4/18/21.
- 5.2 District Attorney- Taylor J. Beucler, Full-Time Replacement Position, Assistant District Attorney, Paygrade ADA, \$53,543.83/Salary. Effective 4/19/21.
- 5.3 Budget & Finance- Brandy R. Clemens. Full-Time Replacement/Promotion, Director of Budget & Finance, Paygrade 13, \$71,522.73/Salary. Effective: 4/11/21.
- 5.4 Budget & Finance- Michele McDermott, Full-Time Reorganization/Change in Dept. name only, Administrative Specialist. Paygrade 6, \$19.705538/Hourly. Effective 4/11/21.
- 5.5 Budget & Finance- Heather M. Lehman, Full-Time Reorganization-change in title, Dept. & Distribution/job code. General Accountant Position, Paygrade 9, \$47,284.77/Salary. Effective 4/11/21.
- 5.6 Budget & Finance- Matthew J. Tierney, Full-Time Reorganization- change in Dept. & distribution, General Accountant Position, Paygrade 9, \$42,601.69/Salary. Effective 4/11/21.
- 5.7 Budget & Finance- Cynthia J. Gira, Full-Time Financial Technician, Reorganization-change in dept. & distribution, Paygrade 6, \$18.322979.00/Hourly. Effective: 4/11/21.
- 5.8 Soil Conservation- Mark N. Davidson, Part-Time Reclassification Soil Conservation Special Projects- paygrade 9, \$20.28/Hourly, not to exceed 1000 hours annually. Change in title, job code, grade & rate. Effective: 4/18/21.

Recess Commissioners' Public Meeting

6.0 SALARY BOARD ACTIONS

Roxanne Grieco – Approve update to the following salary schedule(s):

- 6.1 FISCAL SERVICES – OFFICIALLY CHANGE THE NAME OF FISCAL SERVICES TO BUDGET & FINANCE EFFECTIVE 04/11/21
- 6.2 BUDGET & FINANCE – CHANGE THE TITLE OF DIRECTOR OF FISCAL SERVICES – PAYGRADES 12/13 TO THE DIRECTOR OF BUDGET & FINANCE – PAYGRADES 12/13. EFFECTIVE 04/11/21
- 6.3 REORGANIZATION - MOVE THE FOLLOWING POSITIONS FROM CONTROLLERS OFFICE TO THE OFFICE OF BUDGET & FINANCE EFFECTIVE 04/11/21:
 - A. FROM 2ND DEPUTY/GENERAL ACCOUNTANT – PAYGRADES 8/9 TO BUDGET & FINANCE AS GENERAL ACCOUNTANT PAYGRADES 8/9
 - B. FROM GENERAL ACCOUNTANT – PAYGRADES 8/9 TO BUDGET & FINANCE AS GENERAL ACCOUNTANT – PAYGRADES 8/9
 - C. FROM FINANCIAL TECHNICIAN – PAYGRADES 5/6 TO BUDGET & FINANCE AS FINANCIAL TECHNICIAN – PAYGRADES 5/6
 - D. FROM FINANCIAL TECHNICIAN – PAYGRADES 5/6 TO BUDGET & FINANCE AS FINANCIAL TECHNICIAN – PAYGRADES 5/6
- 6.4 PRISON – REMOVE ONE (1) PART-TIME LPN POSITION – PAYGRADE 6
- 6.5 RMS – TRANSFER STATION – CREATE ONE (1) NEW TIPPING FLOOR COORDINATOR POSITION PAYGRADES 5/6
- 6.6 SOIL CONSERVATION - RECLASSIFY PART-TIME CONSERVATION DISTRICT SPECIAL PROJECTS POSITION – PAYGRADE 12 @ \$38.529167/HOUR (LIMITED TO 1000 HOURS ANNUALLY) TO PART-TIME SOIL CONSERVATION SPECIAL PROJECTS POSITION – PAYGRADE 9 @ \$20.28 PER HOUR (LIMITED TO 1000 HOURS ANNUALLY)

Adjourn Salary Board Actions

Reconvene Commissioners' Public Meeting

7.0 ACTION ITEMS

- 7.1 Michele McDermott- Vote on Grant & Monitoring Agreement with Mansfield University in the amount of \$20,000.00. Not a 2021 budgeted item.
- 7.2 Shannon Rossman- Vote on Agreement with McCormick Law Firm 2021 budgeted item. Planning and zoning Solicitor services extend contract term.
- 7.3 Nancy Ackley- Vote on Agreement with Chester County. 2021 budgeted item. Detention Center = \$310 Shelter = \$205
- 7.4 Nancy Ackley- Vote on Agreement with Community Solutions, Inc. 2021 budgeted item. Not to exceed \$71.08 per day.
- 7.5 Nancy Ackley- Vote on Amendment to Agreement with Dinges, Dinges, & Waltz, LLC. In the amount of \$40,000.00. 2021 budgeted item.
- 7.6 Jason Yorks- Acknowledge the County will be requesting bids for (2) new transfer trailers. 2021 budgeted item.
- 7.7 Jason Yorks- Vote on Emergency purchase of Leachate processing with Altoona Water Authority in the amount of \$71,096.10.
- 7.8 Jason Yorks- Resolution approving Emergency Treatment of Leachate.
- 7.9 Austin Daily- Vote on the purchase of (4) aluminum box culverts in the amount of \$205,345.00. 2021 budgeted item.
- 7.10 Austin Daily- Acknowledge the County will be requesting bids for general construction for the bridge bundling project. 2021 budgeted item.

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

The next Commissioners Public Meeting will be held on Tuesday April 20, 2021 at 10:00 A.M. in the Commissioner's Briefing Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.