

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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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
TUESDAY, NOVEMBER 16, 2021
10:00 A.M.**

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 Proclamation - Infant Safe Sleep Month
- 1.7 Proclamation – 30-Year Service to Evelyn Derrick
- 1.8 County Department Informational Series: “What They Do for You?”
 - Dave Huffman - Register & Recorder's Office

2.0 ACCOUNTS PAYABLE CASH REQUIREMENT

- 2.1 Brandy Clemens – Approve Cash Requirement Report through xx/xx/xxxx, for payment on xx/xx/xxxx, in the amount of \$xx.

3.0 PERSONNEL ACTIONS

- 3.1 Roxanne Grieco – Approve the following personnel action(s):
 - Planning and Community Development: Alison Herman, Full Time Replacement Community and Economic Development Planner, Pay Grade 9, Salary \$42,601.69, Effective 11/22/21.

4.0 INFORMATION ITEM

- 4.1 LaKeshia Knarr – Present PA Wilds Champion Award for Business of the Year to Wolfe's General Store.
- 4.2 Report from Lycoming County Library System.
- 4.3 Mya Toon – Acknowledge the County will be requesting bids for the Construction of a suite build-out for an employee health & wellness center.

- 4.4 Mya Toon – Acknowledge the County will be requesting bids for the collection and disposal of trash and recyclable materials for Lycoming County facilities (2021 budget item).
- 4.5 Mya Toon – Acknowledge the County will be requesting proposals for a Qualified Environmental Professional to provide consulting services for the Brownfields Revolving Loan Fund Program.
- 4.6 Lauren Strausser – Acknowledge the LCRMS will be requesting proposals for tire recycling (2021 budgeted item).
- 4.7 John Lavelle – Acknowledge the opening of the County’s initial pre-application window for American Rescue Plan Act (ARPA) funds.
- 4.8 Matthew McDermott – Revision of Policy 401, County Pay Plans.
- 4.9 Brandy Clemens – 2022 Budget to go on Public Display

5.0 ACTION ITEMS

- 5.1 Mya Toon – Vote to award bid for Coroner Truck Insert to ESI Equipment (2021 budget item).
- 5.2 Mya Toon – Vote to approve Agreement with Cybergenetics (2021 budget item).
- 5.3 Mya Toon – Vote to approve Lease Agreement with Tammy Lepley (2021 budget item).
- 5.4 Mya Toon – Vote to approve Memorandum of Understanding with West Branch Drug and Alcohol for prevention and case management or treatment of juvenile probation clients (2021 budget item/Act 198 funds).
- 5.5 Mya Toon – Vote to approve Memorandum of Understanding with West Branch Drug and Alcohol for the assessment and treatment of adult DUI and/or drug offenders (2021 budget item/Act 198 funds).
- 5.6 Mya Toon – Acknowledge the list of contracts below \$10,000 and approved by the Director of Administration for the month of October.
- 5.7 Mark Haas – Vote to approve Municipal Assistance Program grant application to the Department of Community and Economic Development (DCED).
- 5.8 Nancy Ackley – Vote to approve Agreement with Diversified Treatment Alternative Centers (2021 budget item).
- 5.9 Leslie Kilpatrick – Vote to approve Agreement with Mitel (2021 budget item).
- 5.10 Matt McDermott – Vote to approve Zoning Hearing Board appointments.
- 5.11 Matt McDermott – Vote to approve Lycoming County Authority appointments.

- 5.12 Matt McDermott – Vote to approve Job Creation Incentive Program with West Pharma.
- 5.13 John Lavelle – Vote to approve BRIC grant application with the Federal Emergency Management Agency (FEMA).
- 5.14 Lauren Strausser – Vote to approve 904 Recycling Performance grant application with the PA Department of Environmental Protection (DEP).

Recess Commissioners' Public Meeting

6.0 BOARD OF ASSESSMENT REVISIONS

- 6.1 Convene Board of Assessment Revision
- 6.2 Brooke Wright – Approve the following real estate refunds:
- 09-303-120.05: Paul Ober 2012 Irrevocable Trust in the amount of \$409.72.
 - 41-352-111: Lycoming Mall Realty Holding LLC in the amount of \$79,005.88.
- 6.3 Adjourn Board of Assessment Revision

Reconvene Commissioners' Public Meeting

7.0 COMMISSIONER COMMENT

8.0 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.

- 9.0 NEXT SCHEDULED MEETING** The next Commissioners Public Meeting will be held on Tuesday, November 30, 2021, at 10:00A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701