

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**  
**Meeting Agenda**  
**Tuesday, August 31, 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 Presenting Richard Whalen with Retirement Clock

**2.0 BID OPENINGS**

Krista Rogers- 4th Quarter Food Products

**3.0 ACCOUNTS PAYABLE CASH REQUIREMENT**

Brandy Clemens– Approve accounts payable cash requirements report for invoices due through 09/08/2021 to be paid on 09/01/2021 in the amount of \$2,103,815.05.

**4.0 TDA ACTIONS**

Roxanne Grieco – Approve update to the TDA Report

- 4.1 DPS- Remove Communications Manager paygrades 10/11. Replace with Deputy Director/ Communications Manager, paygrades 11/12.
- 4.2 Maintenance- Rename Department Facilities Management.
- 4.3 Maintenance- Change Director of Maintenance paygrades 12/13 to Director of Facilities Management paygrades 12/13.
- 4.4 Change Deputy Director of Maintenance paygrades 11/12 to Deputy Director/Facilities Management paygrades 11/12.
- 4.5 RMS-Operations- Create one (1) FT Temporary Special Projects position, paygrades 12/13.

## ***Recess Commissioners Meeting for the Salary Board***

### **5.0 SALARY BOARD**

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

- 5.1 DPS- Remove Communications Manager paygrades 10/11. Replace with Deputy Director/ Communications Manager, paygrades 11/12.
- 5.2 RMS-Operations- Create one (1) FT Temporary Special Projects position, paygrades 12/13.
- 5.3 Adjourn Salary Board Actions

## ***Reconvene Commissioners' Public Meeting***

### **6.0 PERSONNEL ACTIONS**

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

- 6.1 Facilities Management- Kenneth George, Change in Title Only, Full-Time Director of Facilities Management, Paygrade 13, \$91,164.21/Salary. Effective: 8/31/21.
- 6.2 Prison- Kevin S. Styer, Full-Time Replacement, Correctional Officer Relief, Paygrade CO1, \$17.46/Hourly, Effective: 9/6/21.
- 6.3 Prison- Michael A. Sisley, Full-Time Replacement, Correctional Officer Relief, Paygrade CO1, \$17.46/Hourly, Effective: 9/6/21.
- 6.4 DPS- Communications- Beth A. Baylor, Full-Time Promotion, Deputy Director/Communications Manager, Paygrade 12, \$80,490.78/Salary, Effective: 9/5/21.
- 6.5 Maintenance- Ian Scott Andrews, Full-Time Replacement, Maintenance III-Electrical, Paygrade 8, \$20.01/Hourly. Effective: 9/7/21.
- 6.6 Maintenance- Todd Marino, Full-Time Replacement, Maintenance II, Paygrade 6, \$16.76/Hourly. Effective: 9/7/21.

### **7.0 ACTION ITEMS**

- 7.1 Jason Yorks- Vote on purchase a 2021 Caterpillar 289D3 Compact Track Loader in the about of \$46,050.00.
- 7.2 Jason Yorks- Vote on purchase for 3 transfer trailers to replace existing transfer trailers. These are approved under the 2021 RMS Capital Budget.
- 7.3 Mya Toon- Vote to award ITB for emergency repairs Hughesville streambank protection project to Glenn O. Hawbaker, Inc. Item is 100% grant funded.
- 7.4 Mya Toon- Vote to award ITB for paving project at 2107 Lycoming Creek Road, Williamsport, PA to M&M Paving and Excavating 2021 budgeted item.
- 7.5 Mya Toon- Vote to award RFP for Tower Construction Services to Skyhook, Inc. 2021 budgeted item.
- 7.6 Chuck Kiessler- Vote on purchase of power load system for the 2022 coroner truck.
- 7.7 Nancy Ackley- Vote on agreement with Clear Vision 2021-2022.
- 7.8 Beth Baylor- Vote on 2021 Keystone Communications Keystone Maintenance Agreement in the amount of \$22,385.81. 2021 Budgeted item.
- 7.9 Beth Baylor- Vote on contract with Keystone Communications Specialist, amount not to exceed \$44,380 (1st yr); \$54,600 (2nd yr); \$56,200 (3rd yr). Not a budgeted item for 2021.

## **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 September 7, 2021 at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.