

Commissioners:

SCOTT L. METZGER
Chairman

TONY R. MUSSARE
Vice Chairman

RICHARD MIRABITO
Secretary



MATTHEW A. McDERMOTT
*Director of Administration
and Chief Clerk*

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Solicitor

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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
TUESDAY, JANUARY 11, 2022
10:00 A.M.**

ADDITIONS/CHANGES TO AGENDA NOT PREVIOUSLY POSTED

- Remove Personnel Action: James P. Preston, Jr., Maintenance III-Electrical, Full Time Replacement, Paygrade 8, \$23.00/hour, Effective 1/18/22 (6.0 Personnel Actions).
- Remove Action Item: Vote to approve Fee Agreement with Rudolph Clarke, LLC. (Action Item 7.15).

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: Recognition of Jersey Shore High School Football Team on fourth consecutive District 4 Class AAAA Title.

2.0 BID OPENING

- 2.1 Krista Rogers – Open the following bids:
 - Construction of a Suite Build-Out for an Employee Health and Wellness Center.
 - Williamsport Region Relief Well Rehabilitation and Replacement Project for the Borough of South Williamsport and the City of Williamsport.

3.0 ACCOUNTS PAYABLE CASH REQUIREMENT

- 3.1 Brandy Clemens – Approve accounts payable cash requirement report for invoices due through 01/19/2022 to be paid on 01/12/2022.

4.0 TDA ACTIONS

- 4.1 Matthew McDermott – Approve update to the TDA Report:
 - Administrative Change to addition of (1) Part Time Temporary Sheriff Special Projects Position from Paygrade 6 to Paygrade 7 (Limited to 250 hours).

Recess Commissioners' Public Meeting for the Salary Board

5.0 SALARY BOARD

5.1 Convene Salary Board.

5.2 Matthew McDermott – Approve the following salary board action:

- Administrative Change to addition of (1) Part Time Temporary Sheriff Special Projects Position from Paygrade 6 to Paygrade 7, (Limited to 250 hours).

5.3 Adjourn Salary Board

Reconvene Commissioners' Public Meeting

6.0 PERSONNEL ACTIONS

6.1 Matthew McDermott – Approve the following personnel actions:

- Sheriff: Addition of (1) Part-Time Temporary Sheriff Special Projects Position, Paygrade 7 (Limited to 250 hours).
- Prison: Jorge R. Gullian, Correctional Officer Relief, Full Time Replacement, Paygrade COI, \$17.90/hour, Effective 1/18/22.
- Sheriff's Office: Curtis W. Ulmer, Sergeant, Reclassification, Paygrade DS, \$18.34/hour, Effective 1/9/22.
- Courts: Marian E. Bitner, Executive Secretary, Part Time New Position, Paygrade 5, \$14.64/hour, not to exceed 1,000 hours annually, Effective 1/23/22.
- Pre-Release: Kenneth M. Klejmont, Resident Supervisor, Part Time Replacement, Paygrade 6, \$15.95/hour, not to exceed 1,000 hours annually, Effective 1/16/22.
- Pre- Release: Shawn E. Myers, Workcrew Foreman, Full Time Replacement, Paygrade 8, \$20.51/hour, Effective 1/23/22.
- Budget & Finance: D. Scott Pfaff, General Accountant, Full Time Replacement, Paygrade 9, \$43,666.73/annually, Effective 1/18/22.
- DPS/Communications: Ashley A. Bradford, Telecommunicator Trainee, Full Time Replacement, Paygrade 6, \$17.18/hour, Effective 1/18/22.
- Courts: Jennifer E. Linn, Law Clerk III, Full Time Replacement, Paygrade 11, \$58,082.68/annually, Effective 2/20/22.

7.0 ACTION ITEMS

7.1 Matthew McDermott – Vote to approve Personnel Action Report for the month of December.

- 7.2 Mya Toon/Shannon Rossman – Vote to approve Redevelopment Assistance Capital Program grant funding for the Lycoming County Levee Improvement II project.
- 7.3 Mya Toon/Shannon Rossman – Vote to award Timber Run Industrial Park Access Improvements to Glenn O. Hawbaker, Inc. (Act 13 funds and 2022 budgeted item).
- 7.4 Mya Toon – Vote to award ITB for Food Products to Sysco Central PA and Keyco Distributors, Inc. (2022 budgeted item).
- 7.5 Mya Toon – Vote to approve Agreement with The Roberts Company (2022 Budgeted Item).
- 7.6 Mya Toon – Vote to approve 2022 CCAP membership dues (2022 budgeted item).
- 7.7 Shannon Rossman – Vote to approve Right-of-Way Agreement with PPL Electric Utilities (Act 13 funds and 2022 budgeted item).
- 7.8 Shannon Rossman – Vote to approve Agreement with Delta Development Group, Inc. (2022 budgeted item).
- 7.9 Nancy Ackley – Vote to approve Agreement with Erie County Children & Youth (2022 budgeted item).
- 7.10 Nancy Ackley – Vote to approve Agreement with Cornell Abraxas Group, LLC. (2022 budgeted item).
- 7.11 Nancy Ackley – Vote to approve Agreement with County of Northampton (2022 budgeted item).
- 7.12 Kelsey Green – Vote to approve PHARE Utility Elevation Homeowner Agreement with Charles Wheeler (PHARE grant).
- 7.13 Jason Yorks – Vote to approve Agreement with Meiser and Earl, Inc. (2022 budgeted item).
- 7.14 Jason Yorks – Vote to approve Agreement with Davis – Ulmer Sprinkler Company, Inc. (2022 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, January 18, 2022, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.