

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  
PUBLIC MEETING AGENDA  
TUESDAY, JANUARY 18, 2022  
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)

**2.0 BID OPENING**

- 2.1 Krista Rogers – Open the following bids:
  - Lycoming County Bridge Bundle No. 2, 3, & 4
  - No-Till Drill

**3.0 ACCOUNTS PAYABLE CASH REQUIREMENT**

- 3.1 Brandy Clemens – Approve accounts payable cash requirement report.

**4.0 INFORMATION ITEM**

- 4.1 Billy Clees – Notice of Solicitation of Applications for the Act 13 Fund & Marcellus Shale Legacy Fund Mini Grant Program to support park and recreation projects in Lycoming County.

**5.0 TDA ACTIONS**

- Adult Probation Office: Change Clerk IV paygrade 5 to Administrative Specialist paygrade 5/6.

*Recess Commissioners' Public Meeting for the Salary Board*

**6.0 SALARY BOARD**

- 6.1 Convene Salary Board.
- 6.2 Matthew McDermott – Vote to approve the following salary schedule:
  - Adult Probation Office: Change Clerk IV paygrade 5 to Administrative Specialist paygrade 5/6.

### 6.3 Adjourn Salary Board

#### *Reconvene Commissioners' Public Meeting*

### 7.0 PERSONNEL ACTIONS

- 7.1 Matthew McDermott– Approve the following personnel actions:
- RMS: Ronald Stoltz, Truck Driver, Full Time Replacement, Paygrade 6, \$18.00/hour, Effective 1/24/22.
  - Courts: Robin L. Rundio, Executive Secretary, Part Time New Position, Paygrade 5, \$14.64/hour, not to exceed 1,000 annually, Effective 1/19/22 .
  - District Attorney: Joseph W. Hope, Assistant County Detective, Part Time New Position, Paygrade PAD, \$23.66/hour, Effective 1/24/22.
  - Pre-Release Center: Jesse James Wagner, Resident Supervisor II, Full Time Replacement, Paygrade 8, \$21.78/hour, Effective 2/20/22.
  - Pre-Release Center: Rickie Sue Berkheiser, Resident Supervisor, Reclassification, Paygrade 5, \$15.9929/hour, Effective 1/23/22.
  - Voter Services: Nakisha J. Cramer, Clerk III, Full Time Replacement, Promotion, Paygrade 4, \$15.54/hour, Effective 2/6/22.
  - Management Information Services: Rhonda L. Bodle, Record Retention Coordinator, Reclassification, Paygrade 6, \$23.53/hour, Effective 1/23/22.

### 8.0 ACTION ITEMS

- 8.1 Mya Toon – Vote to approve Electronic Signature Policy 1308.
- 8.2 Mya Toon – Vote to approve Redevelopment Assistance Capital Program (RACP) funding for the DiSalvo's Restaurant Addition and Renovation project.
- 8.3 Mya Toon – Vote to approve White Deer Golf Course/Pennsylvania College of Technology Land Conversion USFLA appraisal (2022 budgeted item).
- 8.4 Mya Toon – Vote to approve revisions to Travel and Business Related Expense Policy 504.1.
- 8.5 Mya Toon – Vote to approve Equipment Lease Agreement with John Deere (2022 budgeted item).
- 8.6 Mya Toon – Vote to approve the Agreements executed by the Director of Administration for the month of December.
- 8.7 Mya Toon – Vote to approve Amendment to Agreement with Glenn O. Hawbaker, Inc. (NRCS funded).
- 8.8 Mya Toon – Vote to approve First Amendment to Agreement with Department of Community and Economic Development (CDBG funded).

- 8.9 Kelsey Green – Vote to approve Change Order for Floodplain Housing Remediation Program (PHARE grant funded).
- 8.10 Beth Baylor – Vote to approve Agreement with Keystone Communications, LLC. (2022 budgeted item).
- 8.11 Mark Davidson – Vote to approve the Ag Land Preservation Certification of County Funds for the 2022 Program Year (2022 budgeted item).
- 8.12 Jason Yorks – Vote to approve Amendment to Agreement with Professional Petroleum Service Company (2022 budgeted item).
- 8.13 Jason Yorks – Vote to approve Change Order No. 02 with R & L Development Company (2022 budgeted item).

**9.0 COMMISSIONER COMMENT**

Effective February 3, 2022, all public meetings will now be held on Thursdays instead of Tuesdays.

**10.0 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.

**11.0 NEXT SCHEDULED MEETING** The next Commissioners Public Meeting will be held on Tuesday, January 25, 2022, at 10:00 A.M. in the Commissioner’s Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.