

Commissioners:

SCOTT L. METZGER
Chairman

TONY R. MUSSARE
Vice Chairman

RICHARD MIRABITO
Secretary



MATTHEW A. McDERMOTT
*Director of Administration
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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
TUESDAY, JANUARY 4, 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)
- 1.6 County Department Informational Series: "What They Do for You?"
 - Penn State Extension

Recess Commissioners' Public Meeting for the Salary Board

2.0 TDA ACTIONS

- Sheriff: Addition of (1) Part-Time Temporary Sheriff Special Projects Position, Paygrade 6 (Limited to 250 hours).
- Register & Recorder: Addition of (1) Full-Time Clerk III Position, Paygrade 4.
- District Attorney: Removal of (1) Full-Time Assistant County Detective Position and Addition of (3) Part-Time Assistant County Detective Positions.

Recess Commissioners' Public Meeting for the Salary Board

3.0 SALARY BOARD

- 3.1 Convene Salary Board.
- 3.2 Lauren Bower – Vote to approve the 2022 Salary Schedule.
 - Sheriff: Addition of (1) Part-Time Temporary Sheriff Special Projects Position, Paygrade 6 (Limited to 250 hours).

- Register & Recorder: Addition of (1) Full-Time Clerk III Position, Paygrade 4.
 - District Attorney: Removal of (1) Full-Time Assistant County Detective Position and Addition of (3) Part-Time Assistant County Detective Positions.
- 3.3 Lauren Bower – Vote to approve update to Policy 407 and on-call salary details.
- Removal of the following Departments and on-call policy details: Adult Probation Office, Juvenile Probation Office, Sheriff’s Office & District Attorney’s Office due to separate language within their respective Union Contracts.
 - Change to the Coroner’s Office payment for on-call from 3 hours/pay to \$250/week.
- 3.4 Adjourn Salary Board

Reconvene Commissioners’ Public Meeting

4.0 PERSONNEL ACTIONS

- 4.1 Lauren Bower – Approve the following personnel actions:
- Sheriff’s Office: Christie L. Shimp, Temporary Sheriff Special Projects, Part Time New Position, Paygrade 6, \$24.55/hour, not to exceed 250 hours annually, Effective 1/5/22.
 - Sheriff’s Office: Eric T. Spiegel, Chief Deputy Sheriff, Promotion, Paygrade 10, \$60,231.73/Salary, Effective 1/9/22.
 - Sheriff’s Office: Curtis W. Ulmer, Sergeant, Reclassification, Paygrade DS, \$18.34/hour, Effective 1/9/22.
 - Commissioners’ Office / Procurement: Tina L. Jedrziwski, Administrative Specialist, Full Time Replacement, Paygrade 5, \$15.75/hour, Effective 1/9/22.
 - Human Resources: Jessica M. Segraves, Director of Human Resources, Full Time Replacement, Paygrade 13, \$88,000/salary, Effective 1/18/22.
 - Prison: Christopher Dreese, Correctional Officer Relief, Full Time Replacement, Paygrade COI, \$17.90/hour, Effective 1/11/22.
 - Register and Recorder’s Office: Daniel W. Hartman, Clerk III, New Position, \$14.44/hour, Effective 1/5/22.

- District Attorney’s Office: Donald Barrett, Assistant County Detective, Part Time Replacement, Paygrade AD, \$23.66/hour, not to exceed 1,000 hours annually, Effective 1/10/22.
- Domestic Relations: Kaitlyn D. Corman, Domestic Relations Officer, Full Time Replacement Promotion, Paygrade DRO, \$38,166.82/salary, Effective 1/9/22.

5.0 ACTION ITEMS

- 5.1 Lauren Bower – Vote to approve Resolution 2022-03 to revise the Table of Distribution and Authorizations for 2022.
- 5.2 Lauren Bower – Vote to approve 2022 Table of Distribution and Authorizations.
 - a) Sheriff: Addition of (1) Part-Time Temporary Sheriff Special Projects Position, Paygrade 6 (Limited To 250 Hours)
 - b) Register & Recorder: Addition of (1) Full-Time Clerk III Position, Paygrade 4.
 - c) District Attorney: Removal of (1) Full-Time Assistant County Detective Position and Addition of (3) Part-Time Assistant County Detective Positions.
- 5.3 Lauren Bower – Vote to approve the update to Lycoming County Policy and Procedures Manual for the following policies: 400 Job Code Listing, 401 County Pay Plans, and 407 Payment for On-Call.
- 5.4 Mya Toon – Vote to approve Amendment to the Financial Assistance Award for the Greater Williamsport Levee Rehabilitation Project (2022 budgeted item and RACP grant).
- 5.5 Mya Toon – Vote to approve Resolution 2022-01 to declare surplus property.
- 5.6 Mya Toon – Vote to approve Memorandum of Understanding with Luzerne County 911.
- 5.7 Mya Toon/Ed McCoy – Vote to approve PCCD grant-in-aid award for Adult Probation (2022 budgeted item).
- 5.8 Matthew McDermott – Vote to approve invoice with Hillside Catering (2021 budgeted item).
- 5.9 Kristin McLaughlin – Vote to approve Subrecipient Agreement with West Branch Regional Authority (2020 FY CDBG funds).
- 5.10 Kristin McLaughlin – Vote to approve Budget Modification with Borough of South Williamsport (2020 FY CDBG funds).

5.11 Mark Haas – Vote to approve Resolution 2022-02 authorizing the submission of the Municipal Assistance Program application to the Pennsylvania Department of Community and Economic Development.

6.0 COMMISSIONER COMMENT

7.0 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.

8.0 NEXT SCHEDULED MEETING The next Commissioners Public Meeting will be held on Tuesday, January 11, 2022, at 10:00 A.M. in the Commissioner’s Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.