

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, JANUARY 4, 2022  
10:00 A.M.**

**ADDITIONS/CHANGES TO AGENDA NOT PREVIOUSLY POSTED**

- Lauren Bower - Change to the Bail Release Officers payment for on-call, from 3 hours/pay to 6 hours/pay (Salary Board, 3.3).
- Kristen McLaughlin - CDBG Public Hearing for FFY20 Community Development Block Grant Funds (CDBG Public Hearing 5.0 - 5.3).

**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

**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.
  - Change to the Bail Release Officers payment for on-call, from 3 hours/pay to 6 hours/pay.
- 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. Jedrziewski, 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.

***Recess Commissioners Meeting for the Community Development Block Grant Public Hearing***

**5.0 CDBG Public Hearing for FFY20 Community Development Block Grant Funds**

**5.1 Convene Public Hearing**

**5.2 Kristin McLaughlin - Discuss FFY2020 Community Development Block Grant program fund reallocation and budget modification.**

**5.3 Adjourn Public Hearing**

***Reconvene Commissioners’ Public Meeting***

**6.0 ACTION ITEMS**

6.1 Lauren Bower – Vote to approve Resolution 2022-03 to revise the Table of Distribution and Authorizations for 2022.

6.2 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.

6.3 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.

6.4 Mya Toon – Vote to approve Amendment to the Financial Assistance Award for the Greater Williamsport Levee Rehabilitation Project (2022 budgeted item and RACP grant).

- 6.5 Mya Toon – Vote to approve Resolution 2022-01 to declare surplus property.
- 6.6 Mya Toon – Vote to approve Memorandum of Understanding with Luzerne County 911.
- 6.7 Mya Toon/Ed McCoy – Vote to approve PCCD grant-in-aid award for Adult Probation (2022 budgeted item).
- 6.8 Matthew McDermott – Vote to approve invoice with Hillside Catering (2021 budgeted item).
- 6.9 Kristin McLaughlin – Vote to approve Subrecipient Agreement with West Branch Regional Authority (2020 FY CDBG funds).
- 6.10 Kristin McLaughlin – Vote to approve Budget Modification with Borough of South Williamsport (2020 FY CDBG funds).
- 6.11 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.

**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, January 11, 2022, at 10:00 A.M. in the Commissioner’s Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.