

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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COUNTY of LYCOMING
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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, MARCH 10, 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 on Agenda Items Only

2.0 BID OPENING

- 2.1 Krista Rogers – Open the following bid:
 - Bridge Bundle No. 3 General Construction

3.0 REPORTS

- 3.1 Brandy Clemens – Vote to approve accounts payable cash requirement report.

Recess Commissioners' Public Meeting for the Salary Board

4.0 SALARY BOARD

- 4.1 Convene Salary Board.
- 4.2 Jessica Segraves – Approve the following salary board actions as attached hereto as Attachment A.
- 4.3 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

5.0 TDA ACTIONS

- 5.1 Jessica Segraves – Approve the following TDA actions as attached hereto as Attachment B.

6.0 ACTION ITEMS

- 6.1 Michael Hnatin – Vote to approve minor solid waste permit notification application to PA Department of Environmental Protection (2022 budgeted project).
- 6.2 Sal Vitko – Vote to approve 2022 Liquid Fuels municipal allocations (Liquid Fuels grant funds).
- 6.3 Shannon Rossman – Vote to approve Local Share Account grant application to Commonwealth Financing Authority.
- 6.4 Shannon Rossman – Vote to approve Resolution 2022-05 to submit Local Share Account grant application.
- 6.5 Jason Yorks – Vote to approve the purchase of a 2022 Kenworth Truck Chassis (budgeted item).

7.0 COMMISSIONER COMMENT

8.0 GENERAL 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 Thursday, March 17, 2022, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

ATTACHMENT A

| EMPLOYEE ACTION APPROVAL FORM | | |
|--------------------------------------|--|-----------------------|
| Department | Job Title | Date Effective |
| Assessment | Chief Assessor/Director of Tax Claim Bureau | 3/6/2022 |
| Budget & Finance | Administrative Specialist | 2/22/2022 |
| District Attorney | DUI Special Detectives | 1/1/2022 |

ATTACHMENT B

Information Services: Human Resources conducted an evaluation of the IS department due to vacancy rate and department restructuring. The changes we've made are to align the department more closely to the market in regards to job title, duties and compensation. Through this evaluation, all the IS job titles and job descriptions have been updated and some positions received a market based compensation adjustment.

| Department Title | Legacy Job Title | Future Title | Current Grade | New Grade |
|-------------------|---------------------------------|---|---------------|-----------|
| Voter Services | Assistant Director of Elections | Assistant Director of Elections and Registration | 6 | 8 |
| Mgmt Info | DIRECTOR OF INFO SERVICES | CIO/Director of Consolidated Services | 13 | N/A |
| Voter Services | Clerk III | Consolidated Services Administrative Specialist | 4 | N/A |
| Mgmt Info | SYSTEMS SUPPORT MANAGER | Consolidated Services Manager | 11 | N/A |
| Printing | Printer | Consolidated Services Printer | 7 | N/A |
| Records Retention | Record Retention Coordinator | Consolidated Services Records Retention Coordinator | 5 | N/A |
| Mail Room | Clerk III / Floater | Consolidated Services Specialist/Floater | 4 | 5 |
| Mail Room | Clerk III | Consolidated Services Specialist/Mailroom | 4 | N/A |
| Mgmt Info | DEPUTY DIR/MGR NET & SYS | Deputy CIO | 12 | N/A |
| Voter Services | Director of Elections | Director of Elections and Registration | 9 | 11 |
| Mgmt Info | Clerk III | Information Services Administrative Specialist | 4 | N/A |
| Mgmt Info | PRGR ANALYST II/INFO SYST | Senior Software Analyst | 10 | 11 |
| Mgmt Info | SENIOR NETWORK ENGINEER | Senior Technology Administrator | 10 | 11 |
| Mgmt Info | PRGR ANALYST II/INFO SYST | Software Analyst | 10 | N/A |
| Mgmt Info | PROGRAMMER ANALYST I | Software Specialist | 7 | 9 |
| | PROGRAMMER ANALYST I | Software Specialist | 7 | 9 |
| Mgmt Info | NETWORK ENGINEER | Technology Analyst | 9 | 10 |
| Mgmt Info | SENIOR NETWORK ENGINEER | Technology Analyst | 10 | N/A |
| Mgmt Info | Operations Coordinator | Technology and Operations Coordinator | 7 | N/A |
| Mgmt Info | PC TECHNICIAN | Technology Specialist | 8 | 9 |
| Mgmt Info | PC TECHNICIAN | Technology Specialist | 8 | 9 |
| Mgmt Info | PC TECHNICIAN | Technology Specialist | 8 | 9 |
| Mgmt Info | NETWORK ENGINEER | Technology Specialist/DPS | 9 | N/A |
| Voter Services | Clerk III | Voter Services Administrative Specialist | 4 | 5 |
| Voter Services | Clerk III | Voter Services Administrative Specialist | 4 | 5 |