

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  
THURSDAY, AUGUST 11, 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
- 1.6 Proclamation – National Breastfeeding Month

**2.0 SERVICE AWARDS**

- 2.1 Board of Commissioners – Recognize the following individual(s) on their service to Lycoming County:
  - Judge Tira: Kate Ferguson – 10 years

**3.0 REPORTS**

- 3.1 Brandy Clemens – Vote to approve accounts payable cash requirement report in the amount of \$1,557,822.91.
- 3.2 Mya Toon – Acknowledge the list of contracts approved by the Director of Administration for the month of July.
- 3.3 Jessica Segraves – Vote to approve the personnel actions for the month of July.

***Recess Commissioners' Public Meeting for the Salary Board***

**4.0 SALARY BOARD**

- 4.1 Convene Salary Board.
- 4.2 Jessica Segraves –Vote to approve the following salary board actions:
  - Human Resources: Benefit Specialist, Paygrade 6 to Benefit Specialist, Paygrade 7.

- Human Resources: HR Generalist, Paygrade 9 to Paygrade 6.
- Commissioners: Administrative Manager, Paygrade 8 to Administrative Coordinator Paygrade 6.
- Commissioners: Executive Secretary, Paygrade 5 to Administrative Coordinator, Paygrade 6
- Information Services: JNET Coordinator, part-time position, not to exceed 1,000 hours per year, \$20.00 / hour.

4.3 Adjourn Salary Board.

***Reconvene Commissioners' Public Meeting***

**5.0 TDA ACTIONS**

5.1 Jessica Segraves – Vote to approve the following TDA actions:

- Human Resources: Change Benefit Specialist from Paygrade 6 to Paygrade 7.
- Human Resources: Change HR Generalist from Paygrade 9 to Paygrade 6.
- Human Resources: Eliminate Clerk IV position.
- Human Resources: Eliminate Clerk III/Floater position.
- Commissioners' Office: Change Administrative Manager, Paygrade 8 to Administrative Coordinator, Paygrade 6.
- Commissioners' Office: Change Executive Secretary, Paygrade 5 to Administrative Coordinator Paygrade 6.
- Information Services: Addition of (1) JNET Coordinator, Part-Time, Not to exceed 1,000 hours annually.

***Recess Commissioners' Public Meeting for the Board of Assessment Revisions***

**6.0 BOARD OF ASSESSMENT REVISIONS**

6.1 Convene Board of Assessment Revisions.

6.2 Brooke Wright – Approve the following real estate refunds:

- 45-366-189.B – Douglas & Deborah Hopple - \$313.29

6.3 Adjourn Board of Assessment Revisions.

## *Reconvene Commissioners' Public Meeting*

### **7.0 ACTION ITEMS**

- 7.1 Kristin McLaughlin – Vote to approve Subrecipient Agreement with Montgomery Water Authority (CDBG FFY21).
- 7.2 Mya Toon – Vote to approve Resolution 2022-14 regarding the filing of an electronic Redevelopment Assistance Capital program application for Old City Williamsport Mixed-Use Development.
- 7.3 Forrest Lehman – Vote to approve Resolution 2022-15 regarding federal election records (2022 budgeted item).
- 7.4 Forrest Lehman – Vote to approve the submittal of an Election Integrity Grant Program grant application to Department of Community and Economic Development.
- 7.5 Leslie Kilpatrick – Vote to approve Amendment Maintenance Agreement with Marco Technologies LLC. (2022 budgeted item).
- 7.6 Nancy Ackley – Vote to approve Service Agreement with Chester County (2022 budgeted item).
- 7.7 Beth Baylor – Vote to approve Agreement with McClure Company (2022 budgeted item).
- 7.8 Jason Yorks – Vote to award bid for leachate hauling to Xtreme Truckin, LLC and Miller Environmental Group Inc. (2022 budgeted item).
- 7.9 Ken George – Vote to approve Agreement with Lezzer Commercial Door (2022 budget funds available).

### **8.0 COMMISSIONER COMMENT**

### **9.0 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.

### **10.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, August 18, 2022, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.