

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
THURSDAY, AUGUST 11, 2022
10:00 A.M.**

ADDITIONS/CHANGES TO AGENDA NOT PREVIOUSLY POSTED

- Add Personnel Actions 4.0: Jessica Segraves – Vote to approve personnel actions for the month of August (new process).
- Clarify Reports Item 3.3: Jessica Segraves – Vote to approve personnel actions for the month of July (old process).

- 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

1.0 SERVICE AWARDS

- 1.1 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 personnel actions for the month of July.

4.0 PERSONNEL ACTIONS

4.1 Jessica Segraves – Approve the following Personnel Actions for the month of August:

- Public Defender: Taylor Paulhamus, Temporary Law Clerk, Full-time new position, Paygrade 9, \$43,666.73 annually, 75 hours per pay period, Effective 8/15/2022.
- Facilities Management: Kaylee Richhart, Custodial Worker, Full-time replacement, Paygrade 2, \$12.21 per hour, 75 hours per pay period, Effective 8/15/2022.
- Resource Management Services: Michael Brown, Truck Driver – Transfer Station, Full-time replacement, Paygrade 6, \$18.00 per hour, 80 hours per Pay Period, Effective 8/15/2022.
- Prison: Richard Rakestraw, CO I, Full-time replacement, \$18.10 per hour, 80 hours per pay period, Effective 8/15/2022.
- Prison: Michael White, Lieutenant, Promotion, Full-time replacement, Paygrade 10, \$29.96 per hour, 80 hours per Pay Period, Effective 8/21/22.
- Pre-Release Center: James Hine, Morning Driver, Part-time replacement, Paygrade 4, \$13.42 per hour, not to exceed 1000 hours annually, Effective 8/22/2022.
- Planning and Community Development: Maleick Fleming, Community and Development Planner, Full-time replacement, Paygrade 9, \$43,666.73 annually, 75 hours per pay period, Effective 8/29/2022.
- Courts: Heather Klem, Law Library Director, Part-time replacement, \$22.39 per hour, Not to exceed 1000 hours annually, Effective 9/5/2022.
- Courts: Taaha Rehmani, Law Clerk I, Full-time replacement, Paygrade 9, \$43,666.73, 75 hours per pay period, Effective 9/13/2022.

Recess Commissioners' Public Meeting for the Salary Board

5.0 SALARY BOARD

5.1 Convene Salary Board.

5.2 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.

- Human Resources: Eliminate Clerk IV position.
- Human Resources: Eliminate Clerk III/Floater position.
- 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.

5.3 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

6.0 TDA ACTIONS

6.1 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, \$20.00/hr.

Recess Commissioners' Public Meeting for the Board of Assessment Revisions

7.0 BOARD OF ASSESSMENT REVISIONS

7.1 Convene Board of Assessment Revisions.

7.2 Brooke Wright – Approve the following real estate refunds:

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

7.3 Adjourn Board of Assessment Revisions.

Reconvene Commissioners' Public Meeting

8.0 ACTION ITEMS

- 8.1 Kristin McLaughlin – Vote to approve Subrecipient Agreement with Montgomery Water Authority (CDBG FFY21).
- 8.2 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.
- 8.3 Forrest Lehman – Vote to approve Resolution 2022-15 regarding federal election records (2022 budgeted item).
- 8.4 Forrest Lehman – Vote to approve the submittal of an Election Integrity Grant Program grant application to Department of Community and Economic Development.
- 8.5 Leslie Kilpatrick – Vote to approve Amendment Maintenance Agreement with Marco Technologies LLC. (2022 budgeted item).
- 8.6 Nancy Ackley – Vote to approve Service Agreement with Chester County (2022 budgeted item).
- 8.7 Beth Baylor – Vote to approve Agreement with McClure Company (2022 budgeted item).
- 8.8 Jason Yorks – Vote to award bid for leachate hauling to Xtreme Truckin, LLC and Miller Environmental Group Inc. (2022 budgeted item).
- 8.9 Ken George – Vote to approve Agreement with Lezzer Commercial Door (2022 budget funds available).

9.0 COMMISSIONER COMMENT

10.0 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.

11.0 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.