

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, DECEMBER 15, 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 SERVICE AWARDS

- 2.1 Board of Commissioners – Recognize the following individual on his service to Lycoming County:
 - Central Processing: Tim Nelson – 10 years

3.0 BID OPENING

- 3.1 Krista Rogers – Open the following bids:
 - ITB for Bread Products
 - ITB for Food Products

4.0 REPORTS

- 4.1 Kalen Barnes – Vote to approve accounts payable cash requirement report.
- 4.2 Kalen Barnes – Vote to approve cash requirement report for poll workers and poll locations due December 8, 2022, to be paid on December 9, 2022.

5.0 PERSONNEL ACTIONS

- 5.1 Jessica Segraves – Approve the following Personnel Actions as conditional offers of employment, subject to the successful completion of a background check and all other employment conditions:
 - Prison – Katelyn McGraw, LPN, Full-Time Replacement, \$30.00 per hour, 80 hours per Pay Period, Anticipated Start Date: 1/2/2023.
 - Prison – Lane Gibson, Correctional Officer Relief I, Temporary Reassignment, \$20.00 per hour, 80 hours per Pay Period, Anticipated Transfer Date: 12/13/2022.

- Prison – Connor Morse, Correctional Officer Relief I, Temporary Reassignment, \$20.00 per hour, 80 hours per Pay Period, Anticipated Transfer Date: 12/13/2022.
- Prison – Marsha Thomas, Correctional Officer Relief I, Temporary Reassignment, \$20.00 per hour, 80 hours per Pay Period, Anticipated Transfer Date: 12/13/2022.
- Prison – Howard Williams, Correctional Officer Relief I, Temporary Reassignment, \$20.00 per hour, 80 hours per Pay Period, Anticipated Transfer Date: 12/13/2022.
- Prison – Douglas Ellsworth, Correctional Officer Relief I, Temporary Reassignment, \$22.98 per hour, 80 hours per Pay Period, Anticipated Transfer Date: 12/13/2022.
- Prison – Jesse Wagner, Correctional Officer Relief I, Temporary Reassignment, \$23.68 per hour, 80 hours per Pay Period, Anticipated Transfer Date: 12/13/2022.

Recess Commissioners' Public Meeting for the Salary Board

6.0 SALARY BOARD

- 6.1 Convene Salary Board.
- 6.2 Jessica Segraves –Vote to approve the following salary board actions as outlined in Attachment (A).
- 6.3 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

7.0 TDA ACTIONS

- 7.1 Jessica Segraves – Approve the following TDA actions as outlined in Attachment (B).

8.0 INFORMATION ITEMS

- 8.1 Famvest – Lycoming County Mall Project
- 8.2 Jenny Picciano – Announce the availability of loan and grant funds through the Brownfield Revolving Loan Fund Program.

9.0 ACTION ITEMS

- 9.1 Steve Simms – Vote to approve and adopt the 2023 Budget.
- 9.2 Jessica Segraves – Vote to approve revision to Policy 400 – Compensation.

- 9.3 Matthew McDermott – Vote to approve the following Resolutions for 2023:
- Resolution 2022-25: 2023 Budget
 - Resolution 2022-26: 5-Year Capital Plan
 - Resolution 2022-27: Ratio for Real Estate Tax Assessment
 - Resolution 2022-28: Real Estate Tax Rate
- 9.4 Matthew McDermott – Vote to approve the Elected Official Salary Schedule for 2023-2026 (2023 budgeted item).
- 9.5 Matthew McDermott – Vote to approve the reappointment/appointments of the following individuals to the following Boards/Authorities:
- A. Joint Rail Authority:
- David Schultz: Effective 1/1/2023 and Expiring 12/31/2027 (5-year term).
 - Scott Harvey: Effective 1/1/2023 and Expiring 12/31/2027 (5-year term).
- B. Agricultural and Land Preservation Board
- Paul Wentzler: Effective 1/1/2023 and Expiring 12/31/2026 (4-year term).
 - Dean Bussler: Effective 1/1/2023 and Expiring 12/31/2026 (4-year term).
- C. Lycoming County Water and Sewer Authority
- Charles Hall: Effective 1/1/2023 and Expiring on 12/31/2027 (5-year term).
 - Victor Marquardt: Effective 1/1/2023 and Expiring on 12/31/2027 (5-year term).
- 9.6 Matthew McDermott – Vote to approve Inmate Housing Agreement with Montour County (2023 budgeted item).
- 9.7 Kate Nickles – Vote to approve Agreement with Forensic Pathology/Health Network Laboratories (2023 budgeted item).
- 9.8 Jason Yorks – Contingent upon Solicitor review. Vote to approve Municipal Waste Processing/Disposal Capacity and Integrated Waste and Recyclables Management Service Agreement (2023 budgeted item).
- 9.9 Jason Yorks – Vote to approve Change Order #1 with R&L Development Company for Phase 1 Closure (2023 budgeted item).
- 9.10 Jason Yorks – Vote to approve Waste Disposal Agreement with Borough of Northumberland Sewer Department (2023 budgeted item).

- 9.11 Jason Yorks – Vote to approve Waste Disposal Agreement with Hemlock Municipal Sewer Cooperative (2023 budgeted item).
- 9.12 Carey Entz/Matthew Long – Vote to approve Amendment to Office of Water Program Grant Agreement with Department of Environmental Protection (EWP grant funded).
- 9.13 Carey Entz/Matthew Long – Vote to award/reject the following Bids for Emergency Watershed Protection:
- Reject LY-21-001 from Earthwork Services due to non-compliance
 - Award LY-21-001 Site to Daren Thompson
 - Award LY-21-002 Site to RHL Companies
- 9.14 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with STEP, Inc. (2021/2022 PHARE grant funded).
- 9.15 Kelsey Green – Vote to approve and award Bid for Utility Elevation at 251 Jordan Avenue to Elijah, LLC (PHARE grant funded).
- 9.16 Shannon Rossman – Vote to reject the sole bid received by Linde Corporation for Williamsport Region Relief Well Rehabilitation and Replacement Project due to non-compliance.
- 9.17 Jerry Kennedy – Vote to approve renewal of enterprise security software package (2023 budgeted item).

10.0 COMMISSIONER COMMENT

11.0 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.

12.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be tentatively held on Thursday, December 29, 2022, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

ATTACHMENT (A)

SALARY BOARD ACTIONS:

Jessica Segraves – Vote to approve the following Salary Board Actions

- Domestic Relations Office – Reclassification for the Data Fiscal Supervisor position from a Paygrade 8 to a Paygrade 9 effective 12/25/2022.
 - Reclassification to Pristeen Zimmerman to a Paygrade 9.

- Treasurer – Reclassification for the Clerk III position in a Paygrade 4 to a Clerk IV in a Paygrade 5 effective 12/25/2022.
 - Reclassification to Katherine Zay and Norma Pittenger to a Paygrade 5.

- Planning – Reclassification Requests:
 - Assistant Cartographer (updated Job Title to Land Records GIS Technician) from a Paygrade 7 to a Paygrade 8 effective 12/25/2022.
 - Reclassification to Stacy Lewis to a Paygrade 8.

 - Clerk IV position from a Paygrade 5 to a Paygrade 6 effective 12/25/2022.
 - Reclassification to Sherri Hook to a Paygrade 6.

 - Community Development/Lead Planner (updated Job Title Community Planning Development Supervisor) from a Paygrade 11 to a Paygrade 12 effective 12/25/2022.
 - Reclassification to Jennifer Picciano to a Paygrade 12.

 - Deputy Director position from a Paygrade 12 to a Paygrade 13 effective 12/25/2022.
 - Reclassification to John Lavelle to a Paygrade 13.

 - Development Services Supervisor position from a Paygrade 10 to a Paygrade 11 effective 12/25/2022.
 - Reclassification to Mark Haas to a Paygrade 11.

 - Financial Administrative Supervisor position from a Paygrade 9 to a Paygrade 10 effective 12/25/2022.
 - Reclassification to Heather Lehman to a Paygrade 10.

 - GIS Supervisor position from a Paygrade 11 to a Paygrade 12 effective 12/25/2022.
 - Reclassification to Amy Frye to a Paygrade 12.

 - Land Records Cartographer (updated Job Title to Land Records Information Analyst) from a Paygrade 8 to a Paygrade 9 effective 12/25/2022.
 - Reclassification to Richard Murphy to a Paygrade 9.

 - Land Records Data Coordinator position from a Paygrade 6 to a Paygrade 7 effective 12/25/2022.
 - Reclassification to Dana Strunk to a Paygrade 7.

- Subdivision and Land Development Administration position from a Paygrade 8 to a Paygrade 9 effective 12/25/2022.
 - Reclassification to Christopher Hodges to a Paygrade 9.
- Transportation Supervisor position from a Paygrade 11 to a Paygrade 12 effective 12/25/2022.
 - Reclassification to Scott Williams to a Paygrade 12.
- Zoning Administrator position from a Paygrade 8 to a Paygrade 9 effective 12/25/2022.
 - Reclassification to David Hubbard to a Paygrade 9.
- Zoning Officer position from a Paygrade 7 to a Paygrade 8 effective 12/25/2022.
 - Reclassification to Heather George to a Paygrade 8.
- Facilities Management – Reclassification for Custodial Worker position from a Paygrade 2 to a Paygrade 3 effective 12/25/2022.
 - Reclassification to Ernest Butler, Diane Day, Gary McCartney, Kaylee Richart, Sergey Kulikov, Keith Mothersbaugh, and Amber Blair to a Paygrade 3.
- Information Services – Reclassification requests effective 12/25/2022:
 - Information Technology Administrative Specialist from a Paygrade 4 to a Paygrade 5.
 - Reclassification to Laurie Cressman to a Paygrade 5.
 - Request to move the following starting rates for the following positions to assist with the recruitment for open positions. All rates remain within the same grade.
 - Senior Network Engineer: \$65,000
 - Senior Software Analyst - \$65,000
 - Technology Specialist - \$45,000
 - Software Specialist - \$45,000
 - Technology Analyst - \$55,000
 - Software Analyst - \$55,000
- Department of Public Safety (911) Reclassification Requests effective 12/25/2022:
 - Telecommunicator II position from a Paygrade 7 to a Paygrade 8.
 - Reclassification to Samantha Gordner, Mark Miller, Timothy Boush, Igasha Brown, Brenton Fleegor, Alexander Haefner, Clinton Frackman, Katie DeSanto, Tyler Fetterman, and Ashley Deitrick to Paygrade 8.
 - Telecommunication III position from a Paygrade 8 to a Paygrade 9.
 - Reclassification to Stephanie Andrus and Jacob Winter to Paygrade 9.

- Telecommunicator Trainee position from a Paygrade 6 to a Paygrade 7.
 - Reclassification to Skylar Corbin to Paygrade 7.
- Prison – Reclassification Requests effective 12/25/2022:
 - Clerk III position (updated Job Title to Personnel Assistant) from a Paygrade 4 to a Paygrade 5.
 - Provide the \$1.90 increase to Correctional Counselors, effective June 1, 2022.
 - Reclassification to Bradley Baysore, Kerri Snook, and Joel Worthington.
- Controller – Reclassification to the Deputy Director position from a Paygrade 8 to a Paygrade 9 effective 12/25/2022.
 - Reclassification to Nicki Gottschall to a Paygrade 9.
- Tax Assessment – Reclassification for a new position, Lead Field Assessor in a Paygrade 7 effective 12/25/2022.
 - Reclassification to Ashley Beatty to a Paygrade 7.
- Commissioners – Reclassification for the Chief Procurement Officer position from a Paygrade 11 to a Paygrade 12 effective 12/25/2022.
 - Reclassification to Mya Toon to a Paygrade 12.
- Budget and Finance – Reclassification to the General Accountant position from a Paygrade 9 to a Paygrade 10 effective 12/25/2022.
 - Reclassification to Carissa Seals, General Accountant, to a Paygrade 10 effective 12/11/2022.
- Prison – Temporary transfers from PRC to the Prison due to staffing crisis at the Prison effective 12/13/2022.
 - Reclassification of Lane Gibson, Connor Morse, Marsha Thomas, Howard Williams, Douglas Ellsworth, and Jesse Wagner.

ATTACHMENT (B)

TDA ACTIONS:

Jessica Segraves – Vote to approve the following TDA Actions:

- Domestic Relations Office – Reclassification for the Data Fiscal Supervisor position from a Paygrade 8 to a Paygrade 9 effective 12/25/2022.
 - Reclassification to Pristeen Zimmerman to a Paygrade 9.

- Treasurer – Reclassification for the Clerk III position in a Paygrade 4 to a Clerk IV in a Paygrade 5 effective 12/25/2022.
 - Reclassification to Katherine Zay and Norma Pittenger to a Paygrade 5.

- Planning – Reclassification Requests:
 - Request to change Assistant Cartographer to Job Title: Land Records GIS Technician effective 12/25/2022.

 - Assistant Cartographer (updated Job Title to Land Records GIS Technician) from a Paygrade 7 to a Paygrade 8 effective 12/25/2022.
 - Reclassification to Stacy Lewis to a Paygrade 8.

 - Clerk IV position from a Paygrade 5 to a Paygrade 6 effective 12/25/2022.
 - Reclassification to Sherri Hook to a Paygrade 6.

 - Request to change Community Development/Lead Planner to Job Title: Community Planning Development Supervisor.

 - Community Development/Lead Planner (updated Job Title Community Planning Development Supervisor) from a Paygrade 11 to a Paygrade 12 effective 12/25/2022.
 - Reclassification to Jennifer Picciano to a Paygrade 12.

 - Deputy Director position from a Paygrade 12 to a Paygrade 13 effective 12/25/2022.
 - Reclassification to John Lavelle to a Paygrade 13.

 - Development Services Supervisor position from a Paygrade 10 to a Paygrade 11 effective 12/25/2022.
 - Reclassification to Mark Haas to a Paygrade 11.

 - Financial Administrative Supervisor position from a Paygrade 9 to a Paygrade 10 effective 12/25/2022.
 - Reclassification to Heather Lehman to a Paygrade 10.

 - GIS Supervisor position from a Paygrade 11 to a Paygrade 12 effective 12/25/2022.
 - Reclassification to Amy Frye to a Paygrade 12.

- Request to change Land Records Cartographer to Job Title Land Records Information Analyst
- Land Records Cartographer (updated Job Title to Land Records Information Analyst) from a Paygrade 8 to a Paygrade 9 effective 12/25/2022.
 - Reclassification to Richard Murphy to a Paygrade 9.
- Land Records Data Coordinator position from a Paygrade 6 to a Paygrade 7 effective 12/25/2022.
 - Reclassification to Dana Strunk to a Paygrade 7.
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 - Reclassification to Christopher Hodges to a Paygrade 9.
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 - Software Analyst - \$55,000

- Department of Public Safety (911) Reclassification Requests effective 12/25/2022:
 - Telecommunicator I with experience position from a Paygrade 8 to a Paygrade 9.
 - Reclassification to Richard Whalen to a Paygrade 9.
 - Telecommunicator II position from a Paygrade 7 to a Paygrade 8.
 - Reclassification to Samantha Gordner, Mark Miller, Timothy Boush, Igasha Brown, Brenton Fleegor, Alexander Haefner, Clinton Frackman, Katie DeSanto, Tyler Fetterman, and Ashley Deitrick to Paygrade 8.
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