

Commissioners:

SCOTT L. METZGER
Chairman

TONY R. MUSSARE
Vice Chairman

RICHARD MIRABITO
Secretary



MATTHEW A. McDERMOTT
*Director of Administration
and Chief Clerk*

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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, DECEMBER 1, 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:
 - ITB for Bullet Resistant Materials and Products – NO BIDS RECEIVED

3.0 REPORTS

- 3.1 Kalen Barnes – Vote to approve accounts payable cash requirement report through 11/30/22 paid on 11/22/22.
- 3.2 Kalen Barnes – Vote to approve accounts payable cash requirement report through 12/07/22 to be paid on 11/30/22.

4.0 PERSONNEL ACTIONS

- 4.1 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:
 - Adult Probation Office – David Goodwin, Chief Adult Probation Officer, Internal Transfer, Paygrade 12, \$74,538.00 per year, 75 hours per Pay Period, Anticipated Transfer Date: December 5, 2022.
 - Adult Probation Office – Abigail Miller, Adult Probation Officer, Full-Time Replacement, \$20.10 per hour, 80 hours per Pay Period, Anticipated Start Date: December 19, 2022.
 - Prison – Dane Dowling, Correctional Officer II, Internal Transfer, \$24.82 per hour, 80 hours Per Pay Period, Anticipated Transfer Date: December 4, 2022.
 - Prison – Billie Mitcheltree, Sergeant, Internal Transfer, \$24.29 per hour, 80 hours per Pay Period, Anticipated Transfer Date: December 11, 2022.

- Prison – Chelsea Paulhamus, LPN, Full-Time Replacement, \$30.00 per hour, 80 hours per Pay Period, Anticipated Start Date: December 19, 2022.
- Prison – Lacey Swain, Correctional Counselor, Internal Transfer, \$25.08 per hour, 75 hours per Pay Period, Anticipated Transfer Date: December 25, 2022.
- Prison – Adam Kopitsky, CO I Relief, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: December 18, 2022.
- Prison – Joshua Flexer, CO I Relief, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: December 18, 2022.
- Prison – Ethan Gush, CO I Relief, Part-Time New Position, \$20.00 per hour, not to exceed 1,000 hours, Anticipated Start Date: December 18, 2022.
- Prison – Brittany Heck, CO I Relief, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: December 18, 2022.
- Pre-Release Center – Megan Witmer, Resident Supervisor I, Part-Time Replacement, \$15.95 per hour, not to exceed 1,000 hours, Anticipated Start Date: January 9, 2023.
- Information Services – John Noble, Technology Specialist, Full-Time Replacement, \$43,666.73 per year, 75 hours per Pay Period, Anticipated Start Date: December 19, 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:

- Public Defender's Office – Reclassification to Fully Qualified, Dylan Smith, Paralegal, Adjusted to Paygrade 7.
- Planning and Community Development – Eliminate 2 Clerk III positions, and add one Full-Time Clerk III position.

- Department of Public Safety (Communications) – Change a Telecommunicator II position to a Telecommunicator III position.
- Resource Management Services – Add 10 Part-Time Recycling Laborers for \$14.50 per hour.

5.3 Adjourn Salary Board.

Reconvene Commissioners’ Public Meeting

6.0 TDA ACTIONS

- 6.1 Jessica Segraves – Approve the following TDA actions:
- Planning and Community Development – Eliminate 2 Clerk III positions, and add one Full-Time Clerk III position.
 - Department of Public Safety (Communications) – Change a Telecommunicator II position to a Telecommunicator III position.
 - Public Defender’s Office – Reclassification to Fully Qualified, Dylan Smith, Paralegal, Adjusted to Paygrade 7.
 - Resource Management Services – Add 10 Part-Time Recycling Laborers for \$14.50 per hour.

7.0 INFORMATION ITEMS

7.2 Mya Toon – Acknowledge the County will be rebidding the project for Bullet Resistant Materials and Products (2022/2023 budgeted item).

8.0 ACTION ITEMS

- 8.1 Jamie Shrawder – Vote to approve Amendment 1 to Subgrantee Agreement with Montoursville Borough (2019 CDBG funds).
- 8.2 Jamie Shrawder – Vote to approve Amendment 1 to Subgrantee Agreement with South Williamsport Borough (2019 CDBG funds).
- 8.3 Matthew McDermott – Vote to amend the minutes of October 13, 2022, to reflect the approval of Amendment to Agreement with Outside-In instead of City Mission (2022 budgeted item).
- 8.4 Matthew McDermott – Vote to approve Collective Bargaining Agreement with Teamsters Local Union No. 764 (2023 budgeted item).
- 8.5 Mya Toon – Vote to approve 3-month Agreement with Susquehanna Unlimited, LLC. (2022 budgeted item).

- 8.6 Mya Toon – Vote to approve 2022 Emergency Management Performance Grant Agreement with Pennsylvania Emergency Management Agency (2022 budgeted item).
- 8.7 Mya Toon – Vote to approve purchase of radios and related equipment from Motorola Solutions, Inc. (Act 13 funds).
- 8.8 Jason Yorks – Vote to approve Change Order #3 with R&L Development Company (2022/2023 budgeted item).
- 8.9 Jason Yorks – Vote to approve Consent Order Extension with Department of Environmental Protection (2022/2023 budgeted item).
- 8.10 Jason Yorks – Vote to approve Second Amendment to Agreement with Tulpehocken Mountain Spring Water, Inc. (2023 budgeted item).
- 8.11 Maleick Fleming – Vote to approve Amendment to Subrecipient Agreement with Jersey Shore Borough (Act 13 funds).
- 8.12 Maleick Fleming – Vote to approve Amendment to Subrecipient Agreement with Montoursville Borough (Act 13 funds).
- 8.13 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with American Rescue Workers (PHARE funds).
- 8.14 Leslie Kilpatrick – Vote to approve Amendment to Agreement with Windstream Enterprise (2022 budgeted item).
- 8.15 Leslie Kilpatrick – Vote to approve Agreement with Altura Communication Solutions (2023 budgeted item).
- 8.16 Leslie Kilpatrick – Vote to approve Agreement with Contrast Communications (2023 budgeted item).
- 8.17 Leslie Kilpatrick – Vote to approve Quotation with Mitel Business Systems, Inc. (2023 budgeted item).
- 8.18 Jeffrey Hutchins – Vote to approve Agreement with Logisys (2022/2023 budgeted item).

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, December 8, 2022, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.