

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, DECEMBER 29, 2022
10:00 A.M.**

ADDITIONS/REVISIONS TO AGENDA NOT PREVIOUSLY POSTED

- Add Action Item 7.4: Vote to approve the appointment of Brett Bowes to the Lycoming County Planning Commission Board.
- Revise Salary Board Actions 5.0: Revised Attachment (B).
- Revise TDA Actions 6.0: Revised Attachment (C).

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 bids:
 - ITB for X-Ray Imaging System
 - ITB for Bullet Resistant Materials and Products

3.0 REPORTS

- 3.1 Kalen Barnes – Vote to approve accounts payable cash requirement reports.

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 as outlined in Attachment (A).

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 as outlined in Attachment (B).
- 5.3 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

6.0 TDA ACTIONS

6.1 Jessica Segraves – Approve the following TDA actions as outlined in Attachment (C).

7.0 ACTION ITEMS

7.1 Steven Simms – Vote to approve and adopt the 2023 Budget.

7.2 Steven Simms – 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

7.3 Matthew McDermott – Vote to approve for ratification an engagement letter with McNerney, Page, Vanderlin & Hall (2023 budget funds available).

7.4 Matthew McDermott – Vote to approve Brett Bowes to the Lycoming County Planning Commission Board.

7.5 Matthew McDermott – Vote to approve Price Proposals and Sales Agreements with Supply Source for the new Sheriff's Office (2023 budgeted item).

7.6 Jason Yorks – Vote to approve Agreement with Professional Petroleum Service Company (2023 budgeted item).

7.7 Jason Yorks – Vote to approve Amendment to Agreement with Pace Analytical Services, LLC. (2023 budgeted item).

7.8 Jason Yorks – Vote to approve Waste Disposal Agreement with Hughesville Wolf Township Joint Sewer Authority (2023 budgeted item).

7.9 Jason Yorks – Vote to approve Waste Disposal Agreement with the Municipal Authority of the Town of Bloomsburg (2023 budgeted item).

7.10 Jason Yorks – Vote to approve Waste Disposal Agreement with Williamsport Sanitary Authority (2023 budgeted item).

7.11 Jason Yorks – Vote to approve Waste Disposal Agreement with Mifflinburg Borough (2023 budgeted item).

7.12 Jason Yorks – Vote to approve Amendment to Agreement with Sunoco, LLC. (2023 budgeted item).

7.13 Mark Davidson – Vote to approve Certification of County Funds for 2023 Agricultural Conservation Easement Program (2023 budgeted item).

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, January 5, 2023, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

ATTACHMENT (A)

PERSONNEL ACTIONS:

- Prison – Julie Morlock, Clerk III, Full-Time Replacement, \$15.16 per hour, 75 hours per Pay Period, Anticipated Start Date: January 9, 2023.
- Prison – Alexandra Medford, Correctional Offer I Relief, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: January 9, 2023.
- Prison – Elijah Alexander, Correctional Offer I Relief, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: January 9, 2023.
- Prison – Shenja Blackstone, Correctional Offer I Relief, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: January 16, 2023.
- Prison – Mikaela Smith, Correctional Counselor, Full-Time Replacement, \$25.75 per hour, 75 hours per Pay Period, Anticipated Start Date: January 16, 2023.
- Commissioners Office – Marirose Neiman, Administrative Coordinator, Full-Time New Position, \$38,526.15 per year, 75 hours per Pay Period, Anticipated Start Date: January 9, 2023.
- Procurement Department – Tina Jedrzejewski, Procurement and Grant Officer, Full-Time Transfer, \$40,404.00 per year, 75 hours per Pay Period, Anticipated Transfer Date: January 8, 2023.
- Resources Management Services – Taylor Budman, Equipment Operator/Mower, Part-Time New Position, \$17.00 per hour, Not to exceed 1000 hours annually, Anticipated Start Date: December 27, 2022.
- Resources Management Services – Kaide Drick, Grounds Crew/Mower, Part-Time New Position, \$14.00 per hour, Not to exceed 1000 hours annually, Anticipated Start Date: December 29, 2022.
- Resources Management Services – Tierney Drick, Floating Custodian/RMS, Part-Time New Position, \$14.50 per hour, Not to exceed 1000 hours annually, Anticipated Start Date: December 29, 2022.
- Resources Management Services – Zackery Emswiler, Equipment Operator - CDL, Part-Time New Position, \$18.00 per hour, Not to exceed 1000 hours annually, Anticipated Start Date: December 29, 2022.

- District Attorney Office – Name Redacted, Special Detective Central Processing, Part-Time Replacement, \$18.80 per hour, not to exceed 1000 hours annually, Anticipated Start Date: January 2, 2023.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

- Prison – Implement the following staffing incentives one quarter at a time:
 - Correctional Officers who voluntarily work an overtime shift will be paid a bonus of \$100, in addition to the compensation received for working overtime.
 - Referral Program – Any current staff member who refers a person for hire in a full-time position will be paid \$500 if that person remains employed in a full-time status for six months. If that person remains employed for 12 months, the staff member will receive an additional \$500.
 - Retention/Recruiting Bonus-staff will have the option to sign a voluntary agreement to receive a bonus paid up front. \$1,500 for new hires, \$2,000 for current employees. If that person ends employment with the county prior to 1 year from signing the agreement, the staff member would be responsible for paying back the bonus at a pro-rated rate.
 - Approved on a quarterly basis.
 - Approve the Officers identified on the Court Order as Special County Detectives to be assigned for inmate security detail when required through December 31, 2023.
- Courts (Magistrates Offices) – Reclassification requests:
 - Clerk III (Updated Job Title to Magisterial District Court Administrative Specialist) from a Paygrade 4 to a Paygrade 5.
 - Reclassification to Stacie Aldinger, Carlene Bower, Morgan Cuellar, Michelle Cuff, Erika Grimes, Erika Heeman, Yvonne Heller, Sophie Lauer, Mara Persun, Lindsay Sauers, and Tanya Smith to Paygrade 5.
 - Clerk IV (Updated Job Title Magisterial District Court Supervisor) from a Paygrade 5 to a Paygrade 6.
 - Reclassification to Amy Breen, Danielle Ehrgood, Dorothy Harlan, Shelbi Miller, and Catherine Winder.
 - Clerk IV (Updated Job Title to Magisterial District Court Lead Supervisor) from a Paygrade 5 to a Paygrade 7
 - Reclassification to Michelle Persun to a Paygrade 7.

ATTACHMENT (C)

TDA ACTIONS:

- Magistrates Offices – Reclassification requests:
 - Clerk III Job Title Change to Magisterial District Court Administrative Specialist.
 - Clerk III (Updated Job Title to Magisterial District Court Administrative Specialist) from a Paygrade 4 to a Paygrade 5.
 - Reclassification to Stacie Aldinger, Carlene Bower, Morgan Cuellar, Michelle Cuff, Erika Grimes, Erika Heeman, Yvonne Heller, Sophie Lauer, Mara Persun, Lindsay Sauers, and Tanya Smith to Paygrade 5.
 - Clerk IV Job Title change to Magisterial District Court Supervisor.
 - Clerk IV (Updated Job Title Magisterial District Court Supervisor) from a Paygrade 5 to a Paygrade 6.
 - Reclassification to Amy Breen, Danielle Ehrgood, Dorothy Harlan, Shelbi Miller, and Catherine Winder.
 - Clerk IV Job Title change to Magisterial District Court Lead Supervisor.
 - Clerk IV (Updated Job Title to Magisterial District Court Lead Supervisor) from a Paygrade 5 to a Paygrade 7
 - Reclassification to Michelle Persun to a Paygrade 7.