

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](http://www.lyco.org)  
[county.commissioners@lyco.org](mailto:county.commissioners@lyco.org)

**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
THURSDAY, DECEMBER 1, 2022  
10:00 A.M.**

**ADDITIONS/CHANGES TO AGENDA NOT PREVIOUSLY POSTED**

- Remove Action Item 8.9 - Vote to approve Consent Order Extension with Department of Environmental Protection.

**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 Second Amendment to Agreement with Tulpehocken Mountain Spring Water, Inc. (2023 budgeted item).
- 8.10 Maleick Fleming – Vote to approve Amendment to Subrecipient Agreement with Jersey Shore Borough (Act 13 funds).
- 8.11 Maleick Fleming – Vote to approve Amendment to Subrecipient Agreement with Montoursville Borough (Act 13 funds).
- 8.12 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with American Rescue Workers (PHARE funds).
- 8.13 Leslie Kilpatrick – Vote to approve Amendment to Agreement with Windstream Enterprise (2022 budgeted item).
- 8.14 Leslie Kilpatrick – Vote to approve Agreement with Altura Communication Solutions (2023 budgeted item).
- 8.15 Leslie Kilpatrick – Vote to approve Agreement with Contrast Communications (2023 budgeted item).
- 8.16 Leslie Kilpatrick – Vote to approve Quotation with Mitel Business Systems, Inc. (2023 budgeted item).
- 8.17 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.