

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

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

- Add Operations Item 1.6 - Veterans Day Proclamation

**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
- 1.6 Veterans Day Proclamation

**2.0 SERVICE AWARD**

- 2.1 Board of Commissioners / Brad Shoemaker – Acknowledge the following employee on her retirement:
  - Pre-Release Center – Christine Walters

**3.0 REPORTS**

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

**4.0 BID OPENING**

- 4.1 Krista Rogers – Open the following bid:
  - Williamsport Region Relief Well Rehabilitation and Replacement Project for the Borough of South Williamsport and the City of Williamsport.

**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 – Trevor Campbell, CO I Relief, Part-Time New Position, \$20.00 per hour, Not to exceed 1000 hours, Anticipated Start Date: 11/15/2022.
- Prison – Leo McHugh, LPN, Full-Time Replacement, \$30.00 per hour, 80 hours per Pay Period, Anticipated Start Date: 11/28/2022

## 6.0 ACTION ITEMS

- 6.1 Jessica Segraves – Vote to approve the removal of the following policies:
- Policy #411 – Override
  - Policy #405 – Partial pay
  - Policy #400 – Job Code Listing
  - Policy #401 – County Pay Plans
  - Policy #402 – Payroll
  - Policy #403 – Direct deposit
  - Policy #404 – Payday
  - Policy #410 – Reclassification and promotion
  - Policy #413 – Clerk I to Clerk II advancement
  - Policy #414 – Interns
- 6.2 Jessica Segraves – Vote to approve and adopt new Policy #400 – Compensation Policy
- 6.3 Mya Toon – Vote to approve JCJC Juvenile Probation Services Grant award (2023 budgeted item).
- 6.4 Mya Toon – Vote to approve U.S. Department of Homeland Security State Homeland Security Grant Program Agreement (2022/2023 budgeted item).
- 6.5 Mya Toon – Vote to approve Bureau of Justice Assistance Smart Probation Planning Grant application to Pennsylvania Commission on Crime and Delinquency.
- 6.6 Alison Herman – Vote to approve Amendment to Subrecipient Agreement with Lycoming County Softball Association (Act 13 funded).
- 6.7 Beth Baylor – Vote to approve Amendment to Agreement with Skyhook, Inc. (2022 budgeted item).
- 6.8 Beth Baylor – Vote to approve Amendment to Agreement with Nokia of America Corporation (2022 budgeted item).
- 6.9 Beth Baylor – Vote to approve Amendment to Agreement with Williams Pipeline Services Company (2023 budgeted item).
- 6.10 Jason Yorks – Vote to approve Consent Assessment of Civil Penalty (2022 budget funds available).

6.11 Jason Yorks – Vote to approve the purchase of a 2023 Ford F550 chassis from Sunbury Motors (2022 budgeted item).

6.12 Mark Hulyo – Vote to approve the purchase of security hardware for RMS from IntegraOne (2022 budgeted item).

**7.0 COMMISSIONER COMMENT**

**8.0 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.

**9.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, November 17, 2022, at 10:00 A.M. in the Commissioner’s Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.