

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
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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, OCTOBER 6, 2022
10:00 A.M.**

ADDITIONS/CHANGES TO AGENDA NOT PREVIOUSLY POSTED

- Add Information Item 6.3:
 - Thomas Keller, Keller Partners – Levee Informational Update

- Add Salary Board and TDA Action Item:
 - Prison: Reclassification for LPN positions from a Paygrade 6, due to market adjustment, to Paygrade 10.
 - Reclassification to Sheila Lain, Paygrade 10.
 - Reclassification to Tara Savage, Paygrade 10.
 - Reclassification to Rachel Fox, Paygrade 10.

- Revise Personnel Action Item
 - Prison – Bryssa Dunkleberger, from 80 hours per Pay Period to 75 hours per Pay Period.

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 REPORTS

- 4.1 Reighanna Mellott – Vote to approve accounts payable cash requirement report.

3.0 PERSONNEL ACTIONS

- 3.1 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 – Bryssa Dunkleberger, Bail Release Officer, Full-Time Transfer, Paygrade 8, \$20.51 per hour, 80 hours per Pay Period, Anticipated Transfer Date: 10/16/2022.
- Sheriff's Office – Eric Wolfgang, Deputy Sheriff, Full-Time Transfer from a Part-Time status, \$19.27 per hour, 80 hours per Pay Period, Anticipated Transfer Date: 10/2/2022.
- Courts – Kyle Colegrove, Law Clerk I, Full-Time Replacement, Paygrade 9, \$43,666.73 per year, 75 hours per Pay Period, Anticipated Start Date: 10/18/2022.
- District Attorney's Office – Jessica Feese, Assistant District Attorney, Full-Time Transfer, \$55,707.00 per year, 75 hours per Pay Period, Anticipated Transfer Date: 10/16/2022.

Recess Commissioners' Public Meeting for the Salary Board

4.0 SALARY BOARD

4.1 Convene Salary Board.

4.2 Jessica Segraves –Vote to approve the following salary board actions:

- Resource Management Services: Reclassification to Fully Qualified, Brian Hillis, Mechanic, Paygrade 7, 5% Adjustment.
- Treasurer's Office: Reclassification of Clerk I (Paygrade 2) positions, to Clerk III (Paygrade 4) positions.
 - Treasurer's Office: Reclassification to Clerk III Janet Day, Paygrade 4.
 - Treasurer's Office: Reclassification to Clerk III Alexis Newcomer, Paygrade 4.
 - Treasurer's Office: Reclassification to Clerk III Makenzie Bartlow, Paygrade 4.
- Coroner's Office: Reclassification to Fully Qualified, Jerold Ross, Chief Deputy Coroner, Paygrade 9, 5% adjustment.
- Courts: Reclassification of the Scheduling Technician and Administrative positions.
 - Removing the Partially Qualified Statuses from these positions.
- Conservation District: Reclassification to Fully Qualified, Emily Bruce, Technician/Soil Conservation, Paygrade 8, readjusted to the beginning of Paygrade 8.

- Prison: Reclassification for LPN positions from a Paygrade 6, due to market adjustment, to Paygrade 10.
 - Prison: Reclassification to Andrea Hoover, Paygrade 10.
 - Prison: Reclassification to Sheila Lain, Paygrade 10.
 - Prison: Reclassification to Tara Savage, Paygrade 10.
 - Prison: Reclassification to Rachel Fox, Paygrade 10.

4.3 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

5.0 TDA ACTIONS

5.1 Jessica Segraves – Approve the following TDA actions:

- Resource Management Services: Reclassification to Fully Qualified, Brian Hillis, Mechanic, Paygrade 7, 5% Adjustment.
- Treasurer's Office: Reclassification of Clerk I (Paygrade 2) positions, to Clerk III (Paygrade 4) positions.
 - Treasurer's Office: Reclassification to Clerk III Janet Day, Paygrade 4.
 - Treasurer's Office: Reclassification to Clerk III Alexis Newcomer, Paygrade 4.
 - Treasurer's Office: Reclassification to Clerk III Makenzie Bartlow, Paygrade 4.
- Coroner's Office: Reclassification to Fully Qualified, Jerold Ross, Chief Deputy Coroner, Paygrade 9, 5% adjustment.
- Courts: Reclassification of the Scheduling Technician and Administrative positions.
 - Removing the Partially Qualified Statuses from these positions.
- Conservation District: Reclassification to Fully Qualified, Emily Bruce, Technician/Soil Conservation, Paygrade 8, readjusted to the beginning of Paygrade 8.
- Prison: Reclassification for LPN positions from a Paygrade 6, due to market adjustment, to Paygrade 10.
 - Prison: Reclassification to Andrea Hoover, Paygrade 10.
 - Prison: Reclassification to Sheila Lain, Paygrade 10.
 - Prison: Reclassification to Tara Savage, Paygrade 10.
 - Prison: Reclassification to Rachel Fox, Paygrade 10.

6.0 INFORMATION ITEMS

6.1 John Lavelle – Announce preliminary budget for ARPA funds.

6.2 Shannon Rossman – Acknowledge the County will be requesting bids for Williamsport Region Relief Well Rehabilitation and Replacement Project.

6.3 Thomas Keller, Keller Partners – Levee Informational Update

7.0 ACTION ITEMS

7.1 Jamie Shrawder – Vote to approve Amendment to Professional and Administrative Services Agreement with SEDA-COG (2020 CDBG-CV grant funded).

7.2 Mya Toon – Vote to approve Victim/Witness Services grant application to Pennsylvania Commission on Crime and Delinquency.

7.3 Mya Toon – Vote to award and approve ITB for Food Products to Keyco Distributors, Inc., Feesers, Inc. and Sysco Central Pennsylvania (2022 budgeted item).

7.4 Mya Toon – Vote to approve Amendment to Lease Agreement with UPMC Williamsport.

7.5 Jason Yorks – Vote to approve Master Power Purchase and Sale Agreement with Energy Power Investment Company, LLC (2022 budgeted item).

7.6 Jason Yorks – Vote to approve Amendment to Agreement with Federal Bureau of Prisons (2022 budgeted items).

7.7 Jenny Picciano – Vote to approve Amendment to Agreement with ATC Group Services (2022 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, October 13, 2022, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.