

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, 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

**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.

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.

## **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.