

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

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

- Human Resources: Reclassify Benefits & Claims Specialist to a Benefits Specialist to include a Paygrade 6 (Salary Board 5.0).
- Human Resources: Reclassify HR Generalist from Paygrade 8 to Paygrade 6 (Salary Board 5.0).

**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 (Agenda Items Only)

**2.0 SERVICE AWARDS**

- 2.1 Board of Commissioners – Recognize the following individual on their service to Lycoming County:
  - Voter Services, Jill Shuman – 10 years

**3.0 ACCOUNTS PAYABLE CASH REQUIREMENT**

- 3.1 Brandy Clemens – Approve accounts payable cash requirement report.

**4.0 PERSONNEL ACTIONS**

- 4.1 Jessica Segraves– Approve the following personnel actions as attached hereto as Attachment A.

***Recess Commissioners' Public Meeting for the Salary Board***

## 5.0 SALARY BOARD

5.1 Convene Salary Board.

5.2 Jessica Segraves – Approve the following salary board action:

- Human Resources: Reclassify Benefits & Claims Specialist to a Benefits Specialist, Paygrade 6.
- Human Resources: Reclassify HR Generalist from Paygrade 8 to Paygrade 6.

5.3 Adjourn Salary Board.

### *Reconvene Commissioners' Public Meeting*

## 6.0 ACTION ITEMS

6.1 Mya Toon – Vote to approve Business Rental Preferred Rate Agreement with Penrac, LLC (2022 budgeted item).

6.2 Mya Toon – Acknowledge the list of contracts approved by the Director of Administration for the month of January (2022 budgeted items).

6.3 Brandy Clemens – Vote to approve Policy 507, Investment Policy and Guidelines.

6.4 Jason Yorks – Vote to approve and participate in the Pick Up Pennsylvania event with the Department of Environmental Protection (2022 budgeted item).

6.5 Jason Yorks – Vote to approve the purchase of a 2022 Volvo Wheel Loader with Highway Equipment (2022 budgeted item).

6.6 Jason Yorks – Vote to approve the purchase of a 2022 Mac Granite Chassis from Susquehanna Motor Company, Inc. (2022 budgeted item).

6.7 Jason Yorks – Vote to approve the purchase of a fuel tank body from MJR Equipment (2022 budgeted item).

6.8 Jason Yorks – Vote to approve purchase of a garage door replacement from Buffalo Valley Door Service, Inc. (2022 budget funds available).

## 7.0 COMMISSIONER COMMENT

## 8.0 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, February 17, 2022, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

ATTACHMENT A

EMPLOYEE ACTION APPROVAL FORM					
Name	Department	Job Title	Salary	Date Effective	Action Description
Wenner, Robert	RMS	Work Crew Foreman		2/14/2022	Replacement
Barnes, Kalen	Budget & Finan	Administrative Specialist		2/14/2022	Replacement
Feldhusen, Carmen	Domestics	Clerk III Intake		2/20/2022	Replacement
Frye, Katja	Domestics	Clerk III		2/20/2022	Replacement
Dubuque, Liam	Prison	COI		2/7/2022	Replacement
Ashton, Ryan	Prison	COI		2/7/2022	Replacement
Dimassimo, Brittani	Prison	COI		2/7/2022	Replacement
Hayman, Larkin	Public Defender	Assistant Public Defender		2/7/2022	Replacement
Dimassimo, Kahla	Prison	COI		2/13/2022	Replacement
Caudell, Devon	Prison	COI		2/13/2022	Replacement
Gehr, Scott	Prison	COI		2/21/2022	Replacement
Jeff O'Connor	Facility	Custodial Worker		2/22/2022	Replacement
Karen Stopper	HR	Benefits Specialist	5% increase	2/20/2022	Reclassification
Jill Livermore	HR	HR Generalist	5% increase	2/20/2022	Reclassification
Regina Rooker	Domestics	Clerk III		2/20/2022	Replacement
Kaczurkin-Quiggle, Zach	Prison	COI		2/27/2022	Replacement