

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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WILLIAMSPORT, PA 17701

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

Present In-Person: Commissioner Metzger, Commissioner Mussare Director McDermott, via telephone and J. David Smith, Solicitor. Absent: Commissioner Mirabito

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

Mr. Mussare moved to approve. Mr. Metzger seconded the motion. Approved 2-0.

- 1.5 Public Comment on Agenda Items Only

2.0 BID OPENING

- 2.1 Krista Rogers (presented by Nicki Gottschall) Open the following bid:

- Bridge Bundle No. 3 General Construction
 - Bill Anskis Co., Inc.**
 - Redrock Construction, Inc.**
 - Rylind Construction Co.**
 - Kevin E Raker Construction, Llc**
 - Don E. Bower, Inc.**
 - Lobar Site Development Corporation**

All multiline bids.

3.0 REPORTS

- 3.1 Brandy Clemens – Vote to ratify accounts payable cash requirement check run for invoices due through 03/16/2022 paid on 03/09/2022 in the amount of \$2,990,828.63

Mr. Mussare moved to approve. Mr. Metzger seconded the motion. Approved 2-0.

Recess Commissioners' Public Meeting for the Salary Board

4.0 SALARY BOARD

4.1 Convene Salary Board.

4.2 Jessica Seagraves – Approve the following salary board actions as attached hereto as Attachment A see below,

Jessica Seagraves noted both Attachment A & B should be both Salary Board items.

Ms. Gottschall moved to approve. Mr. Mussare seconded. Approved 3-0.

4.3 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

~~5.0 TDA ACTIONS~~

~~5.1 Jessica Seagraves – Approve the following TDA actions as attached hereto as Attachment B. – SEE 4.2~~

6.0 ACTION ITEMS

6.1 Michael Hnatin presented by Jason Yorks – (via telephone)– Vote to approve minor solid waste permit notification application to PA Department of Environmental Protection (2022 budgeted project).

Mr. Mussare moved to approve. Mr. Metzger seconded the motion. Approved 2-0.

6.2 Sal Vitko – Vote to approve 2022 Liquid Fuels municipal allocations (Liquid Fuels grant funds).

Mr. Mussare moved to approve. Mr. Metzger seconded the motion. Approved 2-0.

6.3 Shannon Rossman – Vote to approve Local Share Account grant application to Commonwealth Financing Authority.

Mr. Mussare moved to approve. Mr. Metzger seconded the motion. Approved 2-0.

6.4 Shannon Rossman – Vote to approve Resolution 2022-05 to submit Local Share Account grant application.

Mr. Mussare moved to approve. Mr. Metzger seconded the motion. Approved 2-0.

6.5 Jason Yorks – (via telephone) Vote to approve the purchase of a 2022 Kenworth Truck Chassis (budgeted item).

Mr. Mussare moved to approve. Mr. Metzger seconded the motion. Approved 2-0.

7.0 COMMISSIONER COMMENT

Mr. Metzger announced a Town Hall Meeting on March 29th 7 pm. in the Board Room 330 Pine Street Executive Plaza - regarding ARAP allocations and wants to share some distribution allocation ideas and also hear from Constituents what some of their ideas are for ARAP distributions are. Also, would like everyone to continue to pray for those in Ukraine.

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.

YouTube Live Public Comment(s):

T

Thomas Adams Good morning commissioners, thank-you for your work and especially for your prayers and respect for our nation. I think it to be quite imperative for all citizens, especially the Christians to call

T

Thomas Adams our state and federal elected officials to encourage them to support the Truckers and People's Freedom Convoy in the DC area. This is an example of proper protest being well planned with no violence

T

Thomas Adams our harm planned or intended. Just as all Tea Party and other freedom loving Patriots planned peaceful, decent and respectful events and activities. I implore once again for our churches and pastors to

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9.0 NEXT SCHEDULED MEETING

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

To view this Public Meeting please go to:

<https://www.youtube.com/watch?v=0NIE89WVZfk>

ATTACHMENT A
EMPLOYEE ACTION APPROVAL FORM

Department	Job Title	Date Effective
Assessment	Chief Assessor/Director of Tax Claim Bureau	3/6/2022
Budget & Finance	Administrative Specialist	2/22/2022
District Attorney	DUI Special Detectives	1/1/2022

ATTACHMENT B

Information Services: Human Resources conducted an evaluation of the IS department due to vacancy rate and department restructuring. The changes we've made are to align the department more closely to the market in regards to job title, duties and compensation. Through this evaluation, all the IS job titles and job descriptions have been updated and some positions received a market based comp

Department Title	Legacy Job Title	Future Title	Current Grade	New Grade
Voter Services	Assistant Director of Elections	Assistant Director of Elections and Registration	6	8
Mgmt Info	DIRECTOR OF INFO SERVICES	CIO/Director of Consolidated Services	13	N/A
Voter Services	Clerk III	Consolidated Services Administrative Specialist	4	N/A
Mgmt Info	SYSTEMS SUPPORT MANAGER	Consolidated Services Manager	11	N/A
Printing	Printer	Consolidated Services Printer	7	N/A
Records Retention	Record Retention Coordinator	Consolidated Services Records Retention Coordinator	5	N/A
Mail Room	Clerk III / Floater	Consolidated Services Specialist/Floater	4	5
Mail Room	Clerk III	Consolidated Services Specialist/Mailroom	4	N/A
Mgmt Info	DEPUTY DIR/MGR NET & SYS	Deputy CIO	12	N/A
Voter Services	Director of Elections	Director of Elections and Registration	9	11
Mgmt Info	Clerk III	Information Services Administrative Specialist	4	N/A
Mgmt Info	PRGR ANALYST II/INFO SYST	Senior Software Analyst	10	11
Mgmt Info	SENIOR NETWORK ENGINEER	Senior Technology Administrator	10	11
Mgmt Info	PRGR ANALYST II/INFO SYST	Software Analyst	10	N/A
Mgmt Info	PROGRAMMER ANALYST I	Software Specialist	7	9
	PROGRAMMER ANALYST I	Software Specialist	7	9
Mgmt Info	NETWORK ENGINEER	Technology Analyst	9	10
Mgmt Info	SENIOR NETWORK ENGINEER	Technology Analyst	10	N/A
Mgmt Info	Operations Coordinator	Technology and Operations Coordinator	7	N/A
Mgmt Info	PC TECHNICIAN	Technology Specialist	8	9
Mgmt Info	PC TECHNICIAN	Technology Specialist	8	9
Mgmt Info	PC TECHNICIAN	Technology Specialist	8	9
Mgmt Info	NETWORK ENGINEER	Technology Specialist/DPS	9	N/A
Voter Services	Clerk III	Voter Services Administrative Specialist	4	5
Voter Services	Clerk III	Voter Services Administrative Specialist	4	5