

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 9, 2023
10:00 A.M.**

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 BID OPENING

- 2.1 Krista Rogers – Open the following bid:
 - RFP for Construction Management Services

3.0 REPORTS

- 3.1 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 11/15/23 to be paid on 11/8/23 in the amount of \$1,481,271.29.

4.0 PERSONNEL ACTIONS

- 4.1 Allison Wolfe – Approve the following Personnel Actions as conditional offers of employment, subject to the successful completion of a background check and all other employment conditions as outlined in Attachment (A).

Recess Commissioners' Public Meeting for the Board of Assessment Revisions

5.0 BOARD OF ASSESSMENT REVISIONS

- 5.1 Convene Board of Assessment Revisions.
- 5.2 Brooke Wright – Approve to certify the tax rolls for 2024:

Taxable Parcels - 51,994	Assessment - \$5,781,039,630
Exempt Parcels - 2,091	Assessment - \$1,057,789,820
Totals Parcels - 54,085	Assessment - \$6,838,829,450

- 5.3 Adjourn Board of Assessment Revisions.

Reconvene Commissioners' Public Meeting

6.0 ACTION ITEMS

- 6.1 Mya Toon – Vote to approve Agreement with Williamsport Moving Company, Inc. in the amount of \$12,173.10 (budget funds available).
- 6.2 Mya Toon – Vote to approve Subrecipient Monitoring Agreement with STEP, Inc. in the amount of \$1,632,289.00 (MATP funds/pass thru).
- 6.3 Mya Toon – Vote to approve award for ITB for Third Street Plaza Third Floor Renovations Project to the following bidders (budget funds available):

PRIME GENERAL CONTRACT	BASE BID
J&M Construction Specialty Inc.	\$895,281.00
 PRIME PLUMBING CONTRACT	
Spencer Mechanical, Inc.	\$88,100.00
 PRIME HVAC CONTRACT	
Dixon AC&R Corporation	\$9,933.00
 PRIME ELECTRICAL CONTRACT	
Selsyn Electric, Inc.	\$267,050.00
 TOTAL	 \$1,260,364.00

- 6.4 Sal Vitko – Vote to approve Changer Order #1 with Mar-Allen Concrete Products, Inc. for Epoxy Overlay Project Co. Bridge No. 101 in the amount of \$2,160.20 (Liquid Fuel funds).
- 6.5 Jenny Picciano – Vote to approve submission of the 2023 PHARE Grant application to PHFA in the amount of \$1,300,000.00.

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 16, 2023, at 10:00 A.M. in the Commissioner’s Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

ATTACHMENT (A)

- Resource Management Services – Matthew Raeside, Shipping Clerk, Full-Time Replacement, \$19.08 per hour, 80 hours per Pay Period, Start Date: November 27, 2023.
- Human Resources Office – Kane Angell, Recruitment Specialist, Full-Time, \$17.70 per hour, 75 hours per Pay Period, 1% compensation increase due to receiving a certification, Retro Date: October 29, 2023.
- Controller’s Office – Derek Lewis, Internal Auditor, Full-Time Replacement, \$38,337.00 per year, 75 hours per Pay Period, Start Date: November 13, 2023.
- Prothonotary’s Office – Elizabeth Burkhart, Civil Processing Clerk, Full-Time, \$17.96 per hour, 75 hours per Pay Period, Retro Date: January 1, 2023.
- Prothonotary’s Office – Lindsay Collins, Civil Processing Clerk, Full-Time, \$17.48 per hour, 75 hours per Pay Period, Retro Date: January 1, 2023.