

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, DECEMBER 14, 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 Nicki Gottschall – Open the following bid:
 - Williamsport Cross Pipe Rehabilitation

3.0 REPORTS

- 3.1 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 12/20/23 to be paid on 12/13/23 in the amount of \$1,074,260.62.

4.0 INFORMATION ITEMS

- 4.1 Commissioners – Discussion on Reassessment

5.0 PERSONNEL ACTIONS

- 5.1 Melinda Fryer – 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 Salary Board

6.0 SALARY BOARD

- 6.1 Convene Salary Board.
- 6.2 Melinda Fryer – Vote to approve the following salary board actions as outlined in Attachment (B).
- 6.3 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

7.0 TDA ACTIONS

- 7.1 Melinda Fryer – Approve the following TDA actions as outlined in Attachment (C)

8.0 ACTION ITEMS

- 8.1 Tanya Collins – Vote to approve Amendment 2 to Subrecipient Agreement with the Borough of Montoursville (2019 CDBG funds).
- 8.2 Kristin McLaughlin – Vote to approve Amendment #2 to Subrecipient Agreement with Lycoming Water and Sewer Authority (ARPA funds).
- 8.3 Kristin McLaughlin – Vote to approve Amendment to Subrecipient Agreement with Hughesville Borough Authority in the amount of \$338,656.00 (ARPA funds).
- 8.4 Kristin McLaughlin Vote to approve Subrecipient Agreement with Greater Lycoming Habitat for Humanity, Inc. in the amount of \$100,000.00 (ARPA funds).
- 8.5 Kristin McLaughlin – Vote to approve Amendment to Subrecipient Agreement with Montoursville Borough in the amount of \$500,000.00 (ARPA funds).
- 8.6 Kristin McLaughlin – Vote to approve Amendment to Subrecipient Agreement with Jersey Shore Area Joint Water Authority in the amount of \$1,000,000.00 (ARPA funds).
- 8.7 Kristin McLaughlin – Kristin McLaughlin Vote to approve Subrecipient Agreement with American Rescue Workers in the amount of \$100,000.00 (ARPA funds).
- 8.8 Kristin McLaughlin – Vote to approve Amendment to Subrecipient Agreement with Williamsport Municipal Water Authority in the amount of \$640,944.00 (ARPA funds).
- 8.9 Kristin McLaughlin – Vote to approve Subrecipient Agreement with STEP, Inc. in the amount of \$868,000.00 (ARPA funds).
- 8.10 Kristin McLaughlin – Vote to approve Resolution 2023-26 authorizing the use of ARPA funds to implement responses that addresses the negative economic impact on childcare facilities in Lycoming County.
- 8.11 Christine Weigle – Vote to approve Agreement with Lycoming Water and Sewer Authority contingent upon administrative and legal review (2023 budget funds available).
- 8.12 Eric Endresen – Vote to approve and adopt the 2024 Budget.
- 8.13 Eric Endresen – Vote to approve the following Resolutions for 2024:

- Resolution 2023-27: 2024 Budget
 - Resolution 2023-28: 5-Year Capital Plan
 - Resolution 2023-29: Ratio for Real Estate Tax Assessment
 - Resolution 2023-30: Real Estate Tax Rate
- 8.14 Mya Toon – Vote to approve Print Services Agreement with INFOCON (2024 budgeted item).
- 8.15 Mya Toon – Vote to approve Software Maintenance Agreement with INFOCON (2024 budgeted item).
- 8.16 Mya Toon – Vote to approve the list of agreements approved by the Director of Administration for the month of November.
- 8.17 Mya Toon – Vote to approve Intergovernmental Agreement with the Sheriff’s Office and Court of Common Pleas – Domestic Relations Section (2023/2024 budgeted item)
- 8.18 Jason Yorks – Vote to approve Change Order No. 2 with R & L Development Company in the amount of \$53,785.00 (2023 budgeted item).
- 8.19 Jason Yorks – Vote to approve Master Power Purchase and Sale Agreement Confirmation Letter #6 (2023 budgeted item).
- 8.20 Jason Yorks – Vote to approve the purchase of a Stem Valve from Core & Main in the amount of \$25,902.50 (2023 budgeted item).
- 8.21 Jason Yorks – Vote to approve Repair Estimate for a compactor transmission replacement and torque from Cleveland Brothers Equipment Co., Inc. in the amount of \$73,788.45 (2023 budgeted item).
- 8.22 Jason Yorks – Vote to approve the purchase an aerial device from Versalift Model in the amount of \$149,814.00 (2023 budgeted item).
- 8.23 Jason Yorks – Vote to approve Amendment #2 to Agreement with GreenChip (2023 budgeted item).
- 8.24 Shannon Rossman – Vote to approve Work Order #6 to Master Services Agreement with WSP USA Environment & Infrastructure Inc. in the amount of \$1,923,850.00 (2023 budgeted item).
- 8.25 Shannon Rossman – Vote to approve and award RFP for Resident Project Representative to Greenman-Pedersen, Inc. (GPI) for the Williamsport Area Levee Rehabilitation Cross Pipes project in the amount of \$170,416.20 (2023/2024 budgeted item).

8.26 Mark Haas – Vote to approve Amendment to Agreement with Kleinfielder (2023 budgeted item).

9.0 COMMISSIONER COMMENT

10.0 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.

11.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, December 28, 2023, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

ATTACHMENT (A)

PERSONNEL ACTIONS:

- Department of Public Safety – Rachel Cortright, Telecommunicator I, Full-Time Replacement, \$19.66 per hour, 80 hours per Pay Period, Transfer Date: December 24, 2023.
- Department of Public Safety – William Miller, EMS Program Manager, Full-Time Replacement, \$54,015.00 per year, 75 hours per Pay Period, Transfer Date: December 24, 2023.
- Prison – Christine Wenger, Correctional Officer, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Start Date: December 17, 2023.
- Prison – Ty Nicholls, Correctional Officer, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Start Date: December 24, 2023.
- Pre-Release Center – Gabriel Campana, Resident Supervisor I, Full-Time Replacement, \$18.10 per hour, 80 hours per Pay Period, Start Date: December 18, 2023.
- Domestic Relations Office – Tammy Lepley, Clerk III, Part-Time Replacement, \$16.17 per hour, Not to Exceed 1000 hours in a year, Start Date: December 26, 2023.
- Courts – Melissa Bell, Executive Secretary, Full-Time Replacement, \$19.20 per hour, 75 hours per Pay Period, Transfer Date: December 24, 2023.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

- District Attorney – Request to add a Full-Time, 75 hours per Pay Period, Assistant District Attorney position to the TDA.
- Prison – Request to increase the stipend to \$3500 per year for the Sergeant Training Position for 2024.

ATTACHMENT (C)

TDA ACTIONS:

- District Attorney – Request to add a Full-Time, 75 hours per Pay Period, Assistant District Attorney position to the TDA.