

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 28, 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 REPORTS

- 2.1 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 12/31/23 to be paid on 12/20/23 for \$2,235,749.52.
- 2.2 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 12/31/23 to be paid on 12/27/23 for \$1,773,313.69.

3.0 INFORMATION ITEMS

- 3.1 Representative Joe Hamm & Jamie Flick – Year End Updates

4.0 PERSONNEL ACTIONS

- 4.1 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 Board of Assessment Revisions

5.0 BOARD OF ASSESSMENT REVISIONS

- 5.1 Convene Board of Assessment Revisions.
- 5.2 Brooke Wright – Approve the following real estate tax refund:
 - 07-392-136.12 – LeClerc Foods USA - \$11,541.59
- 5.3 Adjourn Board of Assessment Revisions.

Reconvene Commissioners' Public Meeting

6.0 ACTION ITEMS

- 6.1 Eric Endresen – Vote to approve and adopt the 2024 Budget.

- 6.2 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
- 6.3 Matthew McDermott – Vote to approve and proceed with a county-wide reassessment.
- 6.4 Matthew McDermott – Vote to approve Agreement with Arctaris Impact Investors, LLC. (2024 budget funds available).
- 6.5 Matthew McDermott – Vote to approve the reappointment of the following individuals to the Lycoming County Water and Sewer Advisory Board:
- John Gramlin: Effective 1/1/2024 – 12/31/2028 (5-year term)
 - James Carpenter: Effective 1/1/2024 – 12/31/2028 (5-year term)
- 6.6 Mya Toon – Vote to approve Agreement with John S. O’Brien II, M.D. in the amount not to exceed \$50,000.00 (2024 budgeted item).
- 6.7 Mya Toon – Vote to approve allocation of funds to DuBoistown Fire Department in the amount of \$8,900.00 (Act 13 funds).
- 6.8 Mya Toon – Vote to approve Agreement with Geisinger Clinic in the amount not to exceed \$25,000.00 (2024 budgeted item).
- 6.9 Mya Toon – Vote to approve Agreement with Shawn McGlaughlin M.D. in the amount of \$6,725.00 per month (2024 budgeted item).
- 6.10 Mya Toon – Vote to approve allocation of funds to Pennsylvania College of Technology / Community Arts Center in the amount of \$20,000.00 (Act 13 funds).
- 6.11 Mya Toon – Vote to approve Emergency Resolution 2023-31 for the purchase of chemicals from Kroff Landfill Technologies, Inc for flubber treatment in leachate wells in the amount of \$18,762.40.
- 6.12 Mya Toon – Vote to reject all bids received for Polling Place ADA Renovations.
- 6.13 Mya Toon – Vote to approve Amendment to Agreement with Roger Uniforms (2024 budgeted item).
- 6.14 Mya Toon – Vote to approve Amendment to Agreement with Tammey Aichner (2024 budgeted item).

- 6.15 Mya Toon – Vote to approve Amendment to Agreement with ATC Group Services d.b.a BCM Engineers in the amount of \$34,585.00 (2024 budgeted item).
- 6.16 Brooke Wright – Vote to approve Amendment to Agreement with McCormick Law Firm (2024 budgeted item).
- 6.17 Beth Baylor – Vote to approve Amendment to Lease Agreement with Verizon Pennsylvania LLC (2024 budgeted item).
- 6.18 Beth Baylor – Vote to approve Amendment to Inter-County Cooperative Communications Agreement with the County of Sullivan (2024 budgeted item).
- 6.19 Alexa Bixel – Vote to approve 2024 DEP CAP Coordinator and CAP Implementation Grant award in the amount of \$205,466.00 (2024 budgeted item).
- 6.20 Alexa Bixel – Vote to approve Memorandum of Understanding with Columbia, Montour, Union and Snyder Counties for the Regional Solid Waste Plan Update (2023/2024 budgeted item).
- 6.21 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with YWCA Northcentral PA in the amount of \$100,000.00 (2023 PHARE funds).
- 6.22 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with Greater Lycoming Habitat for Humanity (Home Preservation) in the amount of \$25,000.00 (2023 PHARE funds).
- 6.23 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with Greater Lycoming Habitat for Humanity (Scott Street) in the amount of \$25,000.00 (2023 PHARE funds).
- 6.24 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with Lycoming- Clinton Joinder Board in the amount of \$52,000.00 (2023 PHARE funds).
- 6.25 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with American Rescue Workers in the amount of \$100,000.00 (2023 PHARE funds).
- 6.26 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with STEP, Inc. (Master Leasing) in the amount of \$200,000.00 (2023 PHARE funds).
- 6.27 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with STEP, Inc. (Supportive Housing) in the amount of \$200,000.00 (2023 PHARE funds).
- 6.28 Jason Yorks – Vote to approve Amendment to Agreement with WSP USA Corporation in the amount of \$ \$11,325.00 (2023 budget funds available).

- 6.29 Jason Yorks – Vote to approve the repair of RMS Stone Crusher & replace toggle seat from Groff in the amount of \$12,527.30 (2023 budgeted item)
- 6.30 Shannon Rossman – Vote to approve Agreement with Delta Development in the amount of \$100,000.00 (2024 budgeted item).
- 6.31 Shannon Rossman – Vote to approve the appointment and reappointment of the following individuals to the Lycoming County Planning Commission:
- Appoint of Jeffrey Stroehmann: Effective 1/1/2024 to 12/31/2027.
 - Reappointment of Joseph Reighard: Effective 1/1/2024 to 12/31/2027.
- 6.32 Shannon Rossman – Vote to approve the appointment and reappointment of the following individuals to the Lycoming County Zoning Hearing Board:
- Appointment of Howard Fry as an Alternate: Effective 1/1/2024 to 12/31/2026.
 - Re-appoint of Leslie Whitehill: Effective 1/1/2024 to 12/31/2028.
- 6.33 Austin Daily – Vote to approve Amendment 3 to Agreement for Bridge Bundling Program with Bassett Engineering in the amount of \$74,366.35 (Liquid Fuels funds).
- 6.34 Leslie Kilpatrick – Vote to approve Hourly Services Agreement with networking company (2024 budgeted item).

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, January 4, 2024, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

PERSONNEL ACTIONS:

- District Attorney's Office – Angela Lockridge, Clerk III, Full-Time Replacement, \$16.61 per hour, 75 hours per Pay Period, Start Date: January 2, 2024.
- District Attorney's Office – Matthew Hutchinson, Clerk III, Full-Time Replacement, \$16.61 per hour, 75 hours per Pay Period, Start Date: January 2, 2024.
- Pre-Release Center – David Fox, Resident Supervisor I, Full-Time Replacement, \$18.10 per hour, 80 hours per Pay Period, Start Date: January 8, 2024.
- Pre-Release Center – Shayla Wyland, Resident Supervisor I, Full-Time Replacement, \$18.10 per hour, 80 hours per Pay Period, Start Date: January 7, 2024.
- Pre-Release Center – Michelle Probst, Resident Supervisor I/Cook, Full-Time Replacement, \$18.10 per hour, 80 hours per Pay Period, Start Date: January 8, 2024.
- Prison – Shawn Meskell, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Start Date: January 8, 2024.
- Prison – Tiffany Miler, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Start Date: January 8, 2024.
- Prison – Kayla Mull, Correctional Officer I, Part-Time Replacement, \$20.00 per hour, Not to Exceed 1000 hours annually, Transfer Date: December 24, 2023.
- Budget and Finance – Emily Snyder, Accountant I, Full-Time Replacement, \$49,237.50 per year, 75 hours per Pay Period, Effective Date: January 7, 2024.
- Courts – Caitlin Solomon, Administrative Specialist, Full-Time Replacement, \$16.85 per hour, 75 hours per Pay Period, Start Date: January 2, 2024.
- Resource Management Services – Scott Young, Transfer Station Driver, Full-Time Replacement, \$19.98 per hour, 80 hours per Pay Period, Start Date: January 15, 2024