

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
48 WEST THIRD STREET
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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, JANUARY 12, 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 bids:
 - LCRMS Combined Site Utilities Modification
 - SCADA System Design & Build

3.0 REPORTS

- 3.1 Kalen Barnes – Vote to approve accounts payable cash requirement report through 1/18/2023 to be paid on 1/11/2023.

4.0 INFORMATION ITEMS

- 4.1 Mya Toon – Acknowledge the County will be requesting proposals for professional services necessary to complete a full overhaul and re-write of both the County's Zoning Ordinance, the County Subdivision and Land Development Ordinance.

5.0 PERSONNEL ACTIONS

- 5.1 Jessica Segraves – 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 Jessica Segraves – 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 Jessica Segraves – Approve the following TDA actions as outlined in Attachment (C).

8.0 ACTION ITEMS

8.1 Jessica Segraves – Vote to approve Amendment to Agreement with Trustmark Health Benefits, Inc. (2023 budgeted item).

8.2 Jerry Kennedy- Vote to approve quote for email security and filtering services (2023 budgeted item).

8.3 Matthew McDermott – Vote to approve Brett Bowes to the Lycoming County Planning Commission Board.

8.4 Mya Toon – Vote to approve and award bid for food products to Feesers, Inc. and Sysco Central Pennsylvania (2023 budgeted item).

8.5 Mya Toon – Vote to approve the purchase of ballistic materials and products from Visual Image Mirror & Glass (2023 budgeted item).

8.6 Mya Toon – Vote to approve bread products bid to Bimbo Bakeries USA (2023 budgeted item).

8.7 Mya Toon – Vote to approve SAVIN Maintenance and Service Agreement with the Pennsylvania District Attorneys (2023 budgeted item).

8.8 Mya Toon – Vote to approve Inmate Housing Agreement with Columbia County (2023 budgeted item).

8.9 Mya Toon – Vote to approve 2023 Retail Advertising Agreement with Sun-Gazette (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, January 19, 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:

- District Attorney Office – Phoebe Yates, Deputy Assistant District Attorney, Full-Time New Position, \$70,000 per year, 75 hours per Pay Period, Anticipated Start Date: January 23, 2023.
- Prison – Allen Hazen CO I Relief, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: January 23, 2023.
- Prison – Shane Ridgeway, CO I Relief, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: January 23, 2023.
- Prison – Marsha Thomas, CO I Relief, Full-Time Official Transfer from Temporary Status, \$20.00 per hour, 80 hours per Pay Period, Anticipated Transfer Date: January 22, 2023.
- Pre-Release Center – Hannah Sciacca, Resident Supervisor I, Full-Time Replacement, \$17.18 per hour, 80 hours per Pay Period, Anticipated Start Date: January 23, 2023.
- Resource Management Services – Carol Rine, Floating Custodian/RMS, Part-Time New Position, \$14.50 per hour, not to exceed 1000 hours annually, Anticipated Start Date: January 23, 2023.
- Prison – Daniel Byron, CO I Relief, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: January 29, 2023.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

- District Attorney Office – Request to add a Non-Union Deputy Assistant District Attorney, Paygrade 12.
- District Attorney Office – Request to add a Part-Time Clerk III, Paygrade 4.
- Reclassification: 75 Hour vs 80 Hour Work Week due to 24/7 Operations Schedule, effective 1/22/2023.
 - a. Reclassification to the following employees:
 - Adult Probation - John Stahl, Deputy Chief Adult Probation
 - Adult Probation - Erick Fortin, Probation Supervisor
 - Adult Probation - David Goodwin, Chief Adult Probation Officer
 - Communication Center - Jeffrey Hutchins, Director of Public Safety
 - Coroner’s Office - Jerold Ross, Chief Deputy Coroner
 - Coroner’s Office - Alexis Martin, Deputy Coroner
 - Coroner’s Office - Mary-Louise Paucke, Deputy Coroner
 - Coroner’s Office - Kathryn Nickles, Deputy Coroner/Administrative Assistant
 - Emergency Medical Services - Carla Miller, EMS Program Manager
 - Emergency Management - Kelle Robinson, EMA Manager
 - Prison - Christopher Ebner, Deputy Warden
 - Pre-Release Center- Karey Snook, Correctional Counselor
 - Pre-Release Center - Joel Worthington, Correctional Counselor
 - Prison -Bradley Baysore, Correctional Counselor
 - Prison -Ryan Barnes, Deputy Warden
 - Prison -Joshua Lichter, Maintenance III
 - Prison -Trenton Peasley, Maintenance III
 - Prison -Zachariah Zelewicz, Maintenance Manager
 - Prison -Kimberly Poorman, Nurse Supervisor
 - Prison -Brad Shoemaker, Warden
 - Prison -Justin Priliszh, Intake Officer
 - Sheriff’s Office - Eric Spiegel, Chief Deputy Sheriff
 - Prison - Clerk IV, Vacant
 - Correctional Counselors – Vacant
 - Any other vacancies listed for any of the above positions to be included in this action.

ATTACHMENT (C)

TDA ACTIONS:

- District Attorney Office – Request to add a Non-Union Deputy Assistant District Attorney, Paygrade 12.
- District Attorney Office – Request to add a Part-Time Clerk III, Paygrade 4.
- Reclassification: 75 Hour vs 80 Hour Work Week due to 24/7 Operations Schedule, effective 1/22/2023.
 - a. Reclassification to the following employees:
 - Adult Probation - John Stahl, Deputy Chief Adult Probation
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 - Pre-Release Center- Karey Snook, Correctional Counselor
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 - Prison -Ryan Barnes, Deputy Warden
 - Prison -Joshua Lichter, Maintenance III
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 - Prison -Zachariah Zelewicz, Maintenance Manager
 - Prison -Kimberly Poorman, Nurse Supervisor
 - Prison -Brad Shoemaker, Warden
 - Prison -Justin Prilish, Intake Officer
 - Sheriff’s Office - Eric Spiegel, Chief Deputy Sheriff
 - Prison - Clerk IV, Vacant
 - Correctional Counselors – Vacant
 - Any other vacancies listed for any of the above positions to be included in this action.