

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

Telephone (570) 320-2124
Fax (570) 320-2127

COUNTY of LYCOMING
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

www.lyco.org
county.commissioners@lyco.org

**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, JANUARY 19, 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 through 1/25/2023 to be paid on 1/18/2023.

3.0 PERSONNEL ACTIONS

- 31 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

4.0 SALARY BOARD

- 4.1 Convene Salary Board.
- 4.2 Jessica Segraves –Vote to approve the following salary board actions as outlined in Attachment (B).
- 4.3 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

5.0 TDA ACTIONS

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

6.0 ACTION ITEMS

- 6.1 Jessica Segraves – Vote to approve the 2023 Table of Distribution and Authorizations.
- 6.2 Jessica Segraves – Vote to approve the 2023 Salary Schedule.
- 6.3 Nicki Gottschall – Vote to approve the payment of the 2023 estimated Actuarially Determined Employer Contribution (2023 budgeted item).
- 6.4 Mya Toon – Vote to approve Grant & Monitoring Agreement with West Branch Firemen’s Association (Act 13 funds).
- 6.5 Mya Toon – Vote to approve District Office Lease Agreement for 118th Congress.
- 6.6 Matthew McDermott – Vote to approve 2023 Election Day onsite and remote support services price proposal with Clear Ballot Group, Inc. (2023 budgeted item).
- 6.7 Matthew McDermott – Vote to approve 2023 Workers Compensation Retro Plan Endorsement (2023 budgeted item).
- 6.8 Jenny Picciano – Vote to approve the request for additional grant funds for the Chesapeake Bay Community Clean Water Action Plan Coordinator and CAP Implementation Grant from the Department of Environmental Protection.

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 26, 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:

- Human Resources – Angela Lepley, Human Resources Generalist, Full-Time Transfer, \$18.04 per hour, 75 hours per Pay Period, Anticipated Transfer Date: January 22, 2023.
- Prison – Justin Priliszh, Sergeant, Full-Time Transfer, \$27.91 per hour, 80 hours per Pay Period, Anticipated Transfer Date: January 22, 2023.
- Department of Public Safety – Tyler Fetterman, Communications Supervisor, Full-Time Transfer, \$24.52 per hour, 80 hours per Pay Period, Anticipated Effective Date: January 22, 2023.
- Department of Public Safety – Alexander Haefner, Communications Supervisor, Full-Time Transfer, \$23.82 per hour, 80 hours per Pay Period, Anticipated Effective Date: January 22, 2023.
- Prothonotary and Clerk of Courts Office – Holly Thomas, Deputy of Clerk of Courts, Full-Time Transfer, \$58,968 per year, 75 hours per Pay Period, Anticipated Transfer Date: January 8, 2023.
- Prothonotary and Clerk of Courts Office – Kevin Williams, Criminal Processing Clerk, Full-Time Transfer, \$17.17 per hour, 75 hours per Pay Period, Anticipated Transfer Date: January 22, 2023.
- Pre-Release Center – Bonnie Ramono, Resident Supervisor I, Full-Time Replacement, \$17.18 per hour, 80 hours per Pay Period, Anticipated Start Date: January 23, 2023.
- Resource Management Services – Zach Moore, Recycling Laborer, Part-Time New Position, \$14.50 per hour, Not to exceed 1000 hours, Anticipated Start Date: January 30, 2023.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

- Budget and Finance – Request to add a Full-Time, 75 hours per Pay Period, Non-Exempt, Financial Analyst position at a Paygrade 9.
- Human Resources Department – Request to add a Full-Time, 75 hours per Pay Period, Non-Exempt, Recruitment Specialist position at a Paygrade 6.

ATTACHMENT (C)

TDA ACTIONS:

- Budget and Finance – Request to add a Full-Time, 75 hours per Pay Period, Non-Exempt, Financial Analyst position at a Paygrade 9.
- Human Resources Department – Request to add a Full-Time, 75 hours per Pay Period, Non-Exempt, Recruitment Specialist Position at a Paygrade 6.