

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  
WILLIAMSPORT, PA 17701

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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
THURSDAY, FEBRUARY 23, 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:
  - Grave Flags

**3.0 REPORTS**

- 3.1 Kalen Barnes – Vote to approve accounts payable cash requirement report through 3/1/2023 to be paid on 2/22/2023.

**4.0 PERSONNEL ACTIONS**

- 4.1 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***

**5.0 SALARY BOARD**

- 5.1 Convene Salary Board.
- 5.2 Matthew McDermott – Vote to approve the following salary board actions as outlined in Attachment (B).
- 5.3 Adjourn Salary Board.

***Reconvene Commissioners' Public Meeting***

**6.0 TDA ACTIONS**

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

**7.0 INFORMATION ITEMS**

- 7.1 Mya Toon – Acknowledge the County will be requesting bids for the following:
- Food Products
  - Bridge Bundle 4

## **8.0 ACTION ITEMS**

- 8.1 Mya Toon – Vote to approve Agreement with John S. O’Brian.
- 8.2 Mya Toon – Vote to approve Agreement with Northumberland County (2023 budgeted item).
- 8.3 Mya Toon – Vote to approve the acceptance of Bureau of Justice Assistance Smart Probation Planning Grants grant award.
- 8.4 Jason Yorks – Vote to approve participation in the Pick Up Pennsylvania initiative with PA Department of Environmental Protection (2023 budgeted item)
- 8.5 Maleick Fleming – Vote to approve Amendment to Subrecipient Agreement with McNett Township (Act 13 funded).
- 8.6 Shannon Rossman – Vote to approve Agreement with Delta Development Group, Inc. (2023 budgeted item).
- 8.7 Forrest Lehman – Vote to approve the U.S. Department of Justice ADA Checklist for Polling Places as the survey instrument to be used to assess accessibility at county polling place locations.
- 8.8 Forrest Lehman – Vote to approve the designation of the Director of Administration as the ADA Coordinator for the County.

## **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, March 2, 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:

- Pre-Release Center – Sara Fisher, Resident Supervisor I, Full-Time Replacement, \$17.18 per hour, 80 hours per Pay Period, Anticipated Start Date: March 6, 2023.
- Human Resources – Tatyana Turner, Human Resources Generalist, Full-Time New Position, \$18.38 per hour, 75 hours per Pay Period, Anticipated Start Date: March 6, 2023.
- Juvenile Probation Office – Megan Helimiack, Juvenile Probation Officer, Full-Time Replacement, \$21.95 per hour, 75 hours per Pay Period, Anticipated Start Date: February 28, 2023.
- Facilities Maintenance Requests:
  - Request to update (3) Current Maintenance II positions to \$20.00 per hour.
    - Niles Stover, John Zay, and Patrick Maggs to have compensation adjusted.
  - Request to update (5) Current Maintenance III positions to \$26.00 per hour.
    - James Guffey, Dennis Straub, David Allen, Nathan Tucker, and Gregory Costa to have compensation adjusted.
  - Request to update (2) Current vacant Maintenance III – HVAC positions to \$28.00 per hour.
  - Request to update (1) Current Maintenance III – Electrical position to \$28.00 per hour.
    - Chad Weaver to have compensation adjusted.
  - Request to update (1) Current Maintenance Supervisor position to \$32.00 per hour.
    - Joseph Kyle to have compensation adjusted.
  - Request to update (1) Current Maintenance Manager position to \$34.00 per hour.
    - Mark Bennardi to have compensation adjusted.
- Department of Public Safety – Logan Laidacker, Telecommunicator II, Part-Time Replacement, \$21.95 per hour, Not to Exceed 1000 hours in a year, Anticipated Start Date: February 24, 2023.

## ATTACHMENT (B)

### **SALARY BOARD ACTIONS:**

- Resource Management Services – Request to replace 10 Part-Time Recycling Laborer positions with 5 Full-Time, 80 hour per Pay Period, Recycling Laborer positions.
  - These will remain at \$14.50 per hour.
  
- Facilities Maintenance Requests:
  - Request to add (2) Maintenance II positions at \$20.00 per hour.
  - Request to add (1) Maintenance III position at \$26.00 per hour.
  - Request to add (1) Maintenance III – HVAC position at \$28.00 per hour
  - Request to add (1) Maintenance III – Electrical at \$28.00 per hour.
  - Request to add (1) Project Foreman at \$32.00 per hour.
  
- Request to update all (3) Telecommunicator Trainees at Paygrade 7 to Part-Time Telecommunicator II's at Paygrade 8.

## ATTACHMENT (C)

### TDA ACTIONS

- Resource Management Services – Request to replace 10 Part-Time Recycling Laborer positions with 5 Full-Time, 80 hour per Pay Period, Recycling Laborer positions.
  - These will remain at \$14.50 per hour.
  
- Facilities Maintenance Requests:
  - Request to add (2) Maintenance II positions at \$20.00 per hour.
  - Request to add (1) Maintenance III position at \$26.00 per hour.
  - Request to add (1) Maintenance III – HVAC position at \$28.00 per hour
  - Request to add (1) Maintenance III – Electrical at \$28.00 per hour.
  - Request to add (1) Project Foreman at \$32.00 per hour.
  
- Request to update all (3) Telecommunicator Trainees at Paygrade 7 to Part-Time Telecommunicator II's at Paygrade 8.