

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 9, 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 2/15/2023 to be paid on 2/8/2023.

**3.0 PERSONNEL ACTIONS**

- 3.1 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***

**4.0 SALARY BOARD**

- 4.1 Convene Salary Board.
- 4.2 Matthew McDermott – 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).

***Recess Commissioners Meeting for the Community Development Block Grant Public Hearing***

**6.0 CDBG PUBLIC BUDGET MODIFICATION HEARING FOR FFY 2020-CV  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

- 6.1 Convene Public Hearing

- 6.2 Jamie Shrawder – Review of proposed FFY 2020-CV Budget Modification Review of FFY 2020-CV Budget Modification Certification.
- 6.3 Public Comment
- 6.4 Adjourn Public Hearing

***Reconvene Commissioners' Public Meeting***

**7.0 ACTION ITEMS**

- 7.1 Jamie Shrawder – Vote to approve CDBG 2020 Budget Revision Certification (2020 CDBG funded).
- 7.2 Kristin McLaughlin – Vote to award ARPA Water & Sewer grants to the following:
  - Lycoming County Water & Sewer Authority = \$500,000.00
  - Muncy Borough Municipal Authority = \$207,346.00
  - Williamsport Municipal Water Authority = \$250,000.00
  - Williamsport Sanitary Authority = \$250,000.00
  - Montoursville Borough = \$250,000.00
- 7.3 Kristin McLaughlin – Vote to award ARPA Business Assistance grants to the following:
  - Julie's Café = \$50,000.00
  - V & M DiSalvo Corp = \$50,000.00
- 7.4 Matthew McDermott – Vote to rescind the following 2023 appointments to SEDA-Council of Governments Board of Directors, from 01/19/2023:
  - Tony Mussare, Additional Commissioner Representative
- 7.5 Matthew McDermott – Vote to approve the following 2023 appointments to SEDA-Council of Governments Board of Directors:
  - Howard Fry, Additional Representative
- 7.6 Mya Toon – Vote to approve the list of Agreements approved by the Director of Administration for the month of January.
- 7.7 Mya Toon – Vote to approve County Criminal Justice Advisory Board Technical Assistance and Training Grant Request Form to Pennsylvania Commission on Crime and Delinquency (2023 budgeted item).
- 7.8 Mya Toon – Vote to approve Adult Probation Grant-In-Aid application to Pennsylvanian Commission on Crime and Delinquency (2023 budgeted item).

- 7.9 Mya Toon – Vote to approve Intergovernmental Agreement with Centre County Correctional Facility (2023 budgeted item).
- 7.10 Matthew Long – Vote to approve Agreement for Delegation of Administrative Responsibilities for the Agriculture Conservation Assistance Program (Agriculture Conservation Assistance grant funds).
- 7.11 Maleick Fleming – Vote to approve Amendment to Subrecipient Agreement with Ways Garden (Act 13 funds).
- 7.12 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with STEP, Inc. (2022 PHARE funds).
- 7.13 Maleick Fleming – Vote to approve Amendment to Subrecipient Agreement with Ease Lycoming Recreation Authority (Act 13 funds).
- 7.14 Kate Nickles – Vote to approve Agreement with Steelfusion Clinical Toxicology Laboratory LLC (2023 budgeted item).

**8.0 COMMISSIONER COMMENT**

**9.0 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.

**10.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, February 16, 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:**

- Adult Probation Office - Denise Breen, Clerk III, Full-Time Replacement, \$16.17 per hour, 75 hours per Pay Period, Anticipated Start Date: February 13, 2023.
- Information Services – Phillip Bergeman, Software Specialist, Full-Time Replacement, \$47,250 per year, 75 hours per Pay Period, Anticipated Start Date: February 21, 2023.

**ATTACHMENT (B)**

## **SALARY BOARD ACTIONS:**

- Tax Assessment: Request to add a Full-Time, 75 hours per Pay Period, Non-Exempt Lead Field Assessor position at a Paygrade 7.
- Tax Assessment – Request to add a Full-Time, 75 hours per Pay Period, Non-Exempt, Tax Claim Assistant/Financial Technician at a Paygrade 7.
- District Attorney’s Office – Reclassifications requests:
  - Request to eliminate the Office Administrator Role
  - Request to eliminate 2 Part-Time Clerk III Roles
  - Request to add 2 Full-Time Clerk III, 75 hours per Pay Period, Non-Exempt, Clerk III position.
  - Request to move Abigail Buchner, Victim Witness Coordinator, to a Fully Qualified Status at a Paygrade 8. Effective January 8, 2023.
- District Attorney’s Office
  - Request to update Special County Detectives participating in the Narcotics Enforcement Unit.
  - Request to update Special County Detectives participating in the DUI Roving Patrol.
  - Request to update Special County Detectives participating in DUI Center.
- Conservation District – Reclassify the West Nile Virus Technician position from a Paygrade 7 to a Paygrade 6.
  - Tim Tyson to move from a Paygrade 7 to a Paygrade 6.
- Courts – Reclassification requests:
  - Reclassify the Law Clerk position from a Paygrade 9 to a Paygrade 12.
    - Request to move Kyle Colegrove from a Paygrade 9 to a Paygrade 12.
  - Reclassify the Law Clerk II w/ Experience position from a Paygrade 11 to a Paygrade 12.
    - Request to move Jennifer Linn, Laurel Fox, Joseph Ruby, and Taaha Rehmani from a Paygrade 11 to a Paygrade 12.
  - Reclassify the Law Clerk II position from a Paygrade 11 to a Paygrade 12.
    - Position currently on hold on the TDA.
  - Reclassify the Domestic Relations Attorney from a Paygrade 11 to a Paygrade 12.
    - Position is currently posted.

**ATTACHMENT (C)**

## **TDA ACTIONS:**

- Tax Assessment: Request to add a Full-Time, 75 hours per Pay Period, Non-Exempt Lead Field Assessor position at a Paygrade 7.
- Tax Assessment – Request to add a Full-Time, 75 hours per Pay Period, Non-Exempt, Tax Claim Assistant/Financial Technician at a Paygrade 7.
- District Attorney’s Office – Reclassifications requests:
  - Request to eliminate the Office Administrator Role
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  - Reclassify the Domestic Relations Attorney from a Paygrade 11 to a Paygrade 12.
    - Position is currently posted.