

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  
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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
THURSDAY, MARCH 2, 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:
  - Deed Book Repair and Restoration

**3.0 REPORTS**

- 3.1 Kalen Barnes – Vote to approve accounts payable cash requirement report through 3/8/2023 to be paid on 3/1/2023.

**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 administrative changes to 2024-2027 Elected Official Salary Schedule due to calculation errors as outlined in Attachment (D).
- 5.3 Matthew McDermott – Vote to approve the following salary board actions as outlined in Attachment (B).
- 5.4 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 ACTION ITEMS**

- 7.1 Matthew McDermott – Vote to approve appointment of Marshall Welch III to the Airport Authority until 12/31/2024.
- 7.2 Matthew McDermott – Vote to approve administrative changes to 2024-2027 Elected Official Salary Schedule due to calculation errors and approve correction to December 27, 2018, 6:00 P.M. public meeting agenda.
- 7.3 Mya Toon – Vote to approve Subgrant Award Notification with Pennsylvania Commission on Crime & Delinquency for APO Grant- In-Aid (2023 budgeted item).
- 7.4 Mya Toon – Vote to approve Amendment No. 3 to Notice of Grant and Agreement Award with USDA Natural Resources Conservation Service for Emergency Watershed Protection Project (EWP grant funded).
- 7.5 Mya Toon – Vote to approve Subrecipient Agreement with Lycoming County United Way (2023 budgeted item).
- 7.6 Jerry Kennedy – Vote to approve invoice for software support for the Assessment Office (2023 budgeted item).
- 7.7 Jason Yorks – Vote to approve Amendment to Agreement with Barton & Loguidic, D.P.C. (2023 budgeted item).
- 7.8 Jason Yorks – Vote to approve participation in Pick Up Pennsylvania initiative with PA Department of Environmental Protection (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, March 9, 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:

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:

- Information Technology – Nicholas Nemeth, Software Specialist, Full-Time Replacement, \$23.08 per hour, 75 hours per Pay Period, Anticipated Start Date: March 6, 2023.
- Coroner’s Office – Kassandra Houseknecht, Deputy Coroner/Investigator, Full-Time Replacement, \$19.28 per hour, 80 hours per Pay Period, Anticipated Start Date: March 20, 2023.
- Judge Linhardt – Benjamin Landon, Law Clerk, Full-Time Replacement, \$67,053.29 per year, 75 hours per Pay Period, Anticipated Start Date: April 3, 2023.
- Prison – Samuel Hostrander, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: March 6, 2023.
- Facilities Management – Donald Webb, Custodial Worker, Full-Time Replacement, \$13.68 per hour, 75 hours per Pay Period, Anticipated Start Date: March 6, 2023.
- Coroner’s Office – Kathern Kiessling, Chief Deputy Coroner, Full-Time Replacement/Transfer, \$28.96 per hour, 80 hours per Pay Period, Anticipated Transfer Date: March 5, 2023.
- Prison - Karen Benson, Licensed Practical Nurse, Full-Time Replacement, \$30.00 per hour, 80 hours per Pay Period, Anticipated Start Date: March 6, 2023.

## **ATTACHMENT (B)**

### **SALARY BOARD ACTIONS:**

- Coroner's Office – Request to reclassify the Chief Deputy Coroner position from a Paygrade 9 to a Paygrade 10.

## **ATTACHMENT (C)**

### **TDA ACTIONS**

- Coroner's Office – Request to reclassify the Chief Deputy Coroner position from a Paygrade 9 to a Paygrade 10.

## ATTACHMENT (D)

<b>2024 - 2027 SCHEDULE OF ELECTED OFFICIALS' SALARIES</b>						
	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	
<b>Commissioners</b>	79,068.30	83,021.72	85,512.37	88,077.74	90,720.07	
<b>Controller</b>	\$ 71,956.46	\$ 75,554.28	\$ 77,820.91	\$ 80,155.54	\$ 82,560.20	<b>Adjustments to bring all Row Officers in line with each other</b>
	\$ 2,529.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	
	\$ 74,485.46	\$ 78,154.28	\$ 80,420.91	\$ 82,755.54	\$ 85,160.20	
<b>Register &amp; Recorder</b>	\$ 71,956.46	\$ 75,554.28	\$ 77,820.91	\$ 80,155.54	\$ 82,560.20	<b>All Row Officers that receive Stipends will receive the same Stipend</b>
	\$ 2,000.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	
	\$ 50.00	\$ 78,154.28	\$ 80,420.91	\$ 82,755.54	\$ 85,160.20	
	\$ 74,006.46					
<b>Prothonotary</b>	\$ 71,956.46	\$ 75,554.28	\$ 77,820.91	\$ 80,155.54	\$ 82,560.20	<b>DA Rate Set By State</b>
	\$ 2,000.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	\$ 2,600.00	
	\$ 50.00	\$ 78,154.28	\$ 80,420.91	\$ 82,755.54	\$ 85,160.20	
	\$ 74,006.46					
<b>Treasurer</b>	71,956.46	\$ 78,154.28	\$ 80,420.91	\$ 82,755.54	\$ 85,160.20	
<b>Coroner</b>	\$ 71,956.46	\$ 78,154.28	\$ 80,420.91	\$ 82,755.54	\$ 85,160.20	
<b>District Attorney ***</b>	\$ 212,495.00					