

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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WILLIAMSPORT, PA 17701

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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
THURSDAY, MARCH 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 BID OPENING**

- 2.1 Krista Rogers – Open the following bid:
  - Janitorial Services for the Employee Health and Wellness Center

**3.0 REPORTS**

- 3.1 Kalen Barnes – Vote to approve accounts payable cash requirement report through 3/15/2023 to be paid on 3/8/2023.

**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 ACTION ITEMS**

- 7.1 Jamie Shrawder – Vote to approve Budget Revision Certification in the amount of \$99,189.00 (2020 CDBG funds).
- 7.2 Matthew McDermott – Vote to approve Engagement Letter with Bakery Tilly US, LLP in the amount of \$76,000 and additional fees as a result of COVID funding (2023 budgeted item).
- 7.3 Mya Toon – Vote to approve PCCD Subgrant Award Notification for Victim Witness Services in the amount of \$260,938.00 (2023 budgeted item).
- 7.4 Mya Toon – Vote to approve Resolution 2023-05 for the auction of surplus property.
- 7.5 Mya Toon – Vote to approve and award FlagZone LLC for grave flags in the amount of \$34,427.52 (2023 budgeted item).
- 7.6 Austin Daily – Vote to approve Amendment to Agreement with Terre Hill Concrete Products to reflect a cost savings of \$3,750.00 (2023 budgeted item).
- 7.7 Jason Yorks – Vote to approve Amendment to Agreement with Davis-Ulmer Sprinkler Company, Inc. (2023 budgeted item).
- 7.8 Maleick Fleming – Vote to approve Subrecipient Agreement with YWCA North Central PA in the amount of \$120,000.00 (2022 PHARE funds).
- 7.9 Jason Yorks – Vote to approve Master Power Purchase and Sale Agreement Confirmation Letter #4 with Energy Power Investment Company, LLC (2023 budgeted item).
- 7.10 Jason Yorks – Vote to approve Amendment to Agreement with Federal Bureau of Prisons (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 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:

- Assessment – Kayla Hamm, Clerk III, Full-Time Replacement, \$15.31 per hour, 75 hours per Pay Period, Anticipated Start Date: March 13, 2023.
- Prison – Jenna Romano, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: March 12, 2023.
- Resource Management Services – Jonathan Seabourn, Recycling Laborer, Full-Time New Position, \$14.50 per hour, 80 hours per Pay Period, Anticipated Start Date: March 13, 2023.
- Resource Management Services – Timothy Kuhns, Recycling Laborer, Full-Time New Position, \$14.50 per hour, 80 hours per Pay Period, Anticipated Start Date: March 13, 2023.
- Resource Management Services – Michael Wills, Recycling Laborer, Full-Time New Position, \$14.50 per hour, 80 hours per Pay Period, Anticipated Start Date: March 13, 2023.
- Facilities Management – Skyler Miller, Custodial Worker, Full-Time Replacement, \$13.68 per hour, 75 hours per Pay Period, Anticipated Start Date: March 13, 2023.
- Facilities Management – Jeff O’Connor, Custodial Worker, Full-Time Replacement, \$13.68 per hour, 75 hours per Pay Period, Anticipated Start Date: March 20, 2023.
- Procurement – Tonya Gridley, Administrative Specialist, Full-Time Replacement, \$19.24 per hour, 75 hours per Pay Period, Anticipated Start Date: March 13, 2023.
- Procurement – April Stine, Procurement and Grant Officer, Full-Time Replacement, \$22.15 per hour, 75 hours per Pay Period, Anticipated Start Date: March 13, 2023.
- Pre-Release Center - Michelle Probst, Resident Supervisor I, Full-Time Replacement, \$17.18 per hour, 80 hours per Pay Period, Anticipated Start Date: March 20, 2023.
- Budget and Finance – Eric Endresen, Director of Budget and Finance, Full-Time Replacement, \$90,000 per year, 75 hours per Pay Period, Anticipated Start Date: March 20, 2023.
- District Attorney’s Office – Katie Samsel, Clerk III, Full-Time New Position, \$15.16 per hour, 75 hours per Pay Period, Anticipated Start Date: March 9, 2023.

## **ATTACHMENT (B)**

### **SALARY BOARD ACTIONS:**

- Prison – Reclassification Request
  - Request to move the Clerk III position from 75 hours per Pay Period to 80 hours per Pay Period.

## ATTACHMENT (C)

### TDA ACTIONS

- Prison – Reclassification Request
  - Request to move the Clerk III position from 75 hours per Pay Period to 80 hours per Pay Period