

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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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, APRIL 13, 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
- 1.6 Proclamation: National Public Safety Telecommunications Week

2.0 REPORTS

- 2.1 Kalen Barnes – Vote to approve accounts payable cash requirement report through 4/19/2023 to be paid on 4/12/2023 in the amount of
- 2.2 Kalen Barnes – Vote to approve Jury Panel 4 cash requirement report in the amount of \$3,762.20.

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).

6.0 ACTION ITEMS

- 6.1 Matthew McDermott – Vote to approve ISC Sweep Account Proposal with Citizens & Northern Bank.
- 6.2 Mya Toon – Vote to approve Local Share Account Grant Agreement with Department of Community and Economic Development.
- 6.3 Mya Toon – Vote to approve Project Modification Request with Pennsylvania Commission on Crime and Delinquency for the Victim/Witness Services grant.
- 6.4 Shannon Rossman – Vote to approve Appalachian Regional Commission (ARC) 2023 POWER grant application.
- 6.5 Shannon Rossman – Vote to approve Agreement with Larson Design Group in the amount of \$19,750.00 (2023 budgeted item).
- 6.6 Beth Baylor – Vote to approve Subscription Agreement with Technology Enterprise Group, Inc. (2023 budgeted item).

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

9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, April 20, 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:

- Resource Management Services – Dakota Litz, Recycling Laborer, Full-Time, New Position, \$14.50 per hour, 80 hours per Pay Period, Anticipated Start Date: April 17, 2023.
- Resource Management Services – Laura Wertz, Recycling Laborer, Full-Time, New Position, \$14.50 per hour, 80 hours per Pay Period, Anticipated Start Date: April 17, 2023.
- Resource Management Services – Jimmy Bennett, Operations Supervisor, Full-Time Internal Transfer, Replacement, \$25.26 per hour, 80 hours per Pay Period, Anticipated Transfer Date: April 16, 2023.
- District Attorney Office – Joseph Ruby, Assistant District Attorney, Full-Time Internal Transfer, Replacement, \$62,478.00 per year, 75 hours per Pay Period, Anticipated Transfer Date: April 16, 2023.
- Facilities Management – Patrick Maggs, Maintenance III, Full-Time Internal Transfer, Replacement, \$30.24 per hour, 75 hours per Pay Period, Anticipated Transfer Date: April 16, 2023.
- Pre-Release Center – Cindy Steinback, Resident Supervisor I, Full-Time Replacement, \$18.10 per hour, 80 hours per Pay Period, Anticipated Start Date: May 1, 2023.

ATTACHMENT (B)

SALARY BOARD ACTIONS

- Budget and Finance:
 - Request to remove Deputy Director, Paygrade 11, from the TDA.
 - Request to add two Senior Accountant Positions, Paygrade 10, Starting Rate of \$29.65 per hour to the TDA.
 - Request to add one Accountant II position, Paygrade 10, Starting Rate of \$26.96 per hour to the TDA.
 - Reclassification to Carissa Seals, General Accountant.
 - Remove two General Accountant Positions, Paygrade 10, from the TDA.
 - Add one Accountant I Position, Paygrade 10, Starting Rate of \$24.51 per hour
 - Reclassification to David Burkhart, General Accountant.

ATTACHMENT (C)

TDA ACTIONS

- Budget and Finance:
 - Request to remove Deputy Director, Paygrade 11, from the TDA.
 - Request to add two Senior Accountant Positions, Paygrade 10, Starting Rate of \$29.65 per hour to the TDA.
 - Request to add one Accountant II position, Paygrade 10, Starting Rate of \$26.96 per hour to the TDA.
 - Reclassification to Carissa Seals, General Accountant.
 - Remove two General Accountant Positions, Paygrade 10, from the TDA.
 - Add one Accountant I Position, Paygrade 10, Starting Rate of \$24.51 per hour
 - Reclassification to David Burkhart, General Accountant.