

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

Telephone (570) 320-2124
Fax (570) 320-2127

COUNTY of LYCOMING
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

www.lyco.org
county.commissioners@lyco.org

**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, MAY 11, 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 for invoices due through 5/17/23 to be paid on 5/10/23 in the amount of \$820,888.29.

3.0 INFORMATION ITEMS

- 3.1 Mya Toon – Acknowledge the County will be requesting bids for a Flood Mitigation, Acquisition and Demolition Project (HMGP funds).

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 Mya Toon – Vote to approve Offer of Purchase for Executive Plaza from Horizon Federal Credit Union.
- 7.2 Mya Toon – Vote to approve and submit the PCoRP grant application to County Commissioners Association of Pennsylvania in the amount of \$30,000.00 (2023 budgeted item).
- 7.3 Mya Toon – Vote to approve Change Order #1 with Access Control Systems, Inc. in the amount of \$2,715.70 (2023 budgeted item).
- 7.4 Jennifer McConnell – Vote to approve and submit the Intermediate Punishment Treatment Program grant application to PA Commission on Crime & Delinquency in the amount of \$380,000.00 (2023 budgeted item).
- 7.5 Maleick Fleming – Vote to approve Amendment to Agreement with STEP, Inc. (2011 PHARE funds).
- 7.6 Austin Daily – Vote to approve Change Order #1 for Bridge Bundle Program with Bassett Engineering, Inc. in the amount of \$89,113.00 (Liquid Fuel funds).
- 7.7 Beth Baylor – Vote to approve Agreement with EQT ARO LLC (2023 budgeted item).
- 7.8 Beth Baylor – Vote to approve Agreement with EQT AMD LLC (2023 budgeted item).
- 7.9 Nancy Ackley – Vote to approve Agreement with Diversified Treatment Alternative Centers (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

10.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, May 18, 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:

- Conservation District – Tina Jedrzewski, Administrative Specialist, Full-Time Replacement, \$19.24 per hour, 75 hours per Pay Period, Anticipated Transfer Date: May 14, 2023.
- Facilities Management – Grace Hubbard, Custodial Worker, Full-Time Replacement, \$13.41 per hour, 75 hours per Pay Period, Anticipated Start Date: May 15, 2023.
- Department of Public Safety – William Miller, Emergency Management Specialist, Full-Time Replacement, \$45,201.00 per year, 75 hours per Pay Period, Anticipated Transfer Date: May 14, 2023.
- Pre-Release Center – Kelly Burkholder, Resident Supervisor I, Full-Time Replacement, \$18.10 per hour, 80 hours per Pay Period, Anticipated Start Date: May 15, 2023.
- Budget and Finance – Judy Knarr, Payroll/AP Specialist, Full-Time Replacement, \$19.76 per hour, 75 hours per Pay Period, Anticipated Start Date: June 5, 2023.
- Prison – John Wagoner, Correctional Officer II, Full-Time Replacement, \$21.48 per hour, 80 hours per Pay Period, Transfer Date: April 30, 2023.
- Human Resources – Kane Angell, Recruitment Specialist, Full-Time Replacement, \$17.35 per hour, 75 hours per Pay Period, Anticipated Start Date: May 30, 2023.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

- Resource Management Services:
 - Request to move Operations and Support Services Clerk from a Paygrade 5 to a Paygrade 4.
- Adult Probation Office:
 - Request to add a Part-Time Master Firearms Instructor, Paygrade 9, will not exceed 300 working hours in a year.

ATTACHMENT (C)

TDA ACTIONS:

- Resource Management Services:
 - Request to change the job title of Operations and Support Services Clerk to Support Associate.
 - Request to move Operations and Support Services Clerk (Support Associate) from a Paygrade 5 to a Paygrade 4.
- Adult Probation Office:
 - Request to add a Part-Time Master Firearms Instructor, Paygrade 9, will not exceed 300 working hours in a year.