

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, MAY 25, 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 Proclamations:
 - Emergency Medical Services Week
<https://www.naemt.org/education/fots>
 - Emergency Medical Services for Children Day
<https://emscimprovement.center/domains/prehospital-care/ems-week/>

2.0 2023 EMERGENCY MEDICAL SERVICES AWARDS

- 2.1 William Miller – Presentation of awards to recipients

3.0 REPORTS

- 3.1 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 5/31/23 to be paid on 05/24/23 in the amount of \$1,001,550.53.
- 3.2 Kalen Barnes – Vote to approve special check run for Pennsylvania College of Technology to be paid on 5/11/23 in the amount of \$105,388.00.

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 ACTION ITEMS

- 6.1 Jessica Segraves – Vote to approve Services Agreement with Manpower (2023 budget funds available).
- 6.2 Mya Toon – Vote to approve the list of contracts approved by the Director of Administration for the month of April.
- 6.3 Kate Kiessling – Vote to approve the 2023 Paul Coverdell Forensic Science Improvement Grants Program grant application in the amount of \$500,000.
- 6.4 Kate Kiessling – Vote to approve First Community Foundation Partnership Williamsport Lycoming Cycle grant application in the amount of \$250,000.
- 6.5 John Lavelle – Vote to approve Designation of Agent Resolution for FEMA BRIC grant award.
- 6.6 Sal Vitko – Vote to approve the 2023 Liquid Fuels Municipal Allocations (liquid fuels funds).
- 6.7 Jason Yorks – Vote to approve Amendment to Agreement with Professional Petroleum Service Company (2023 budgeted item).
- 6.8 Dave Goodwin/Sara Johns – Vote to approve Agreement with the University of Cincinnati Research Institute (Demonstration and Learning Sites Planning Grant funds).

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, June 1, 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:

- Procurement – Bobbi Jo Swisher, Procurement and Grant Officer, Full-Time Replacement, \$41,203.50 per year, 75 hours per Pay Period, Anticipated Start Date: May 30, 2023.
- Procurement – Lisa Ames, Administrative Specialist, Full-Time Replacement, \$19.24 per hour, 75 hours per Pay Period, Anticipated Start Date: June 12, 2023.
- Resources Management Services – Tayllor Budman, Equipment Operator, Full-Time Replacement, \$18.18 per hour, 80 hours per Pay Period, Anticipated Transfer Date: 5/28/2023.
- Facilities Management – Timothy Marsh, Custodial Worker, Full-Time Replacement, \$13.28 per hour, 75 hours per Pay Period, Anticipated Start Date: May 30, 2023.
- Facilities Management – Max Motko, Maintenance III – HVAC, Full-Time Replacement, \$28.56 per hour, 75 hours per Pay Period, Anticipated Start Date: June 12, 2023.
- Prison – Sharif Mercer, Correctional Officer I, Part-Time Replacement, \$20.00 per hour, Not to exceed 1000 hours, Anticipated Start Date: July 2, 2023.
- Prison – Cole Peterson, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: June 4, 2023.
- Adult Probation Office – Kennedie Bahr, Adult Probation Officer, Full-Time Replacement, \$20.10 per hour, 80 hours per Pay Period, Anticipated Start Date: June 12, 2023.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

- Request to approve the following employees for **compensation for long-term vacancy coverage**:
 - Budget and Finance:
 - Kalen Barnes, Administrative Specialist, Effective January 22, 2023 – May 27, 2023.
 - Carissa Seals, Accountant II, Effective September 18, 2022 – May 27, 2023.
 - Lori Weston, Lead Fiscal Technician, Effective January 22, 2023 – May 27, 2023.
 - Planning and Community Development:
 - Heather Lehman, Financial Administrative Supervisor, Effective November 4, 2022 – May 9, 2023.
 - Human Resources:
 - Tatyana Turner, Human Resources Generalist, Effective March 19, 2023 – May 27, 2023.
 - Allison Wolfe, Human Resources Business Partner, Effective March 19, 2023 – May 27, 2023.
 - Sheriff's Office:
 - Michele McDermott, Administrative Specialist, Effective March 25, 2022 – May 27, 2023.
 - Courts:
 - Catherine Winder, Magisterial District Court Supervisor, Effective January 1, 2022 – May 27, 2023.
 - Prison:
 - Tammy Toner, Administrative Specialist, Effective January 22, 2023 – May 27, 2023.
 - RMS:
 - Dennis Brewer, Resource Recovery Supervisor, Effective January 22, 2023 – May 27, 2023.
 - Jessica Dibartolomeo, Clerk III/AP Weighmaster, Effective April 2, 2023 – May 27, 2023.
 - Dori Laubach, Clerk III/Weighmaster, Effective April 2, 2023 – May 27, 2023.
 - Cherie Rogers, Assistant Business Manager, Effective April 2, 2023 – May 27, 2023.
 - Heather Snyder, Clerk III/Weighmaster, Effective April 2, 2023 – May 27, 2023.
 - Steven Simms, Business Manager, Effective November 27, 2023 – March 24, 2023.

- Bethany Stugart, Administrative Specialist/Training Coordinator, Effective April 2, 2023 – May 27, 2023.
- Request to approve the following employees for Exempt straight-time pay:
 - Budget and Finance:
 - Carissa Seals, Accountant II, Effective December 11, 2022 – May 27, 2023.
 - RMS:
 - Steven Simms, Business Manager, Effective November 26, 2022 – May 5, 2023.