

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
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, JUNE 15, 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:
 - Flood Mitigation, Acquisition and Demolition

3.0 REPORTS

- 3.1 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 6/21/23 to be paid 6/14/23 in the amount of \$1,466,515.11.

4.0 INFORMATION ITEMS

- 4.1 FAMvest – Overview of Lycoming Mall Project

5.0 PERSONNEL ACTIONS

- 5.1 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

6.0 SALARY BOARD

- 6.1 Convene Salary Board.
- 6.2 Matthew McDermott – Vote to approve the following salary board actions as outlined in Attachment (B).
- 6.3 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

7.0 TDA ACTIONS

- 7.1 Jessica Segraves – Approve the following TDA actions as outlined in Attachment (C)

8.0 ACTION ITEMS

- 8.1 Mya Toon – Vote to approve Amendment to Subrecipient Agreement with Lycoming County United Way in the amount of \$38,850.00. (HAP funded).
- 8.2 Mya Toon – Vote to approve Proposal for the installation of steam humidification and dehumidification humidity control systems with Air Management Technologies, Inc. in the amount of \$79,000.00 (Payroll Convenience Funds).
- 8.3 Jessica Segraves – Vote to approve Resolution 2023-11 the County of Lycoming 457(b) Deferred Compensation Plan for the CARES Act.
- 8.4 Jessica Segraves – Vote to approve Eligible Governmental 457 Plan Agreement.
- 8.5 Jessica Segraves – Vote to approve 457(B) Deferred Compensation Plan Amendment to Implement Secure Act and Other Law Changes.
- 8.6 Jason Yorks – Vote to approve Amendment to Agreement with Cedar Run Environmental Services Inc. (2023 budgeted funds).
- 8.7 Jason Yorks – Vote to approve the submission of DEP annual compliance history reports for the Landfill and Transfer Station.
- 8.8 Jason Yorks – Vote to approve the purchase of (2) hydraulic cylinder replacements with Spector Manufacturing, Inc. in the amount of \$31,000.00. (2023 budgeted item).
- 8.9 Jerry Kennedy – Vote to approve Core Network Maintenance and Support Renewal in the amount of \$33,987.44 (2023 budgeted item).
- 8.10 Jerry Kennedy – Vote to approve Folder-Insert Machine Lease Agreement with Quadiant Leasing, Inc. in the amount of \$585.50 per month (Act 88 funded).

9.0 COMMISSIONER COMMENT

10.0 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

11.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, June 22, 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:

- Courts – Gabriel Hockman, Clerk III, Part-Time Replacement, \$14.44 per hour, not to Exceed 1000 hours, Anticipated Start Date: June 25, 2023.
- Prison – Christopher Marshall, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: July 2, 2023.
- Department of Public Safety – Zoey Morse, Telecommunicator Trainee, Full-Time Replacement, \$18.72 per hour, 80 hours per Pay Period, Anticipated Start Date: July 10, 2023.
- Department of Public Safety – William Miller, Emergency Management Specialist – Training, Full-Time Replacement, \$20.92 per hour, Anticipated Transfer Date: June 25, 2023.
- Pre-Release Center – Joshua Johnson, Resident Supervisor I, Full-Time Replacement, \$18.10 per hour, 80 hours per Pay Period, Anticipated Start Date: June 26, 2023.
- Resource Management Services – Chuck Snyder, Workcrew Foreman, Full-Time Replacement, \$20.27 per hour, 80 hours per Pay Period, Anticipated Transfer Date: June 25, 2023.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

- Request to approve the long-term vacancy coverage pay for the following employee:
 - Courts - Catherine Winder, MDJ Court Supervisor

- Request to approve exempt straight-time pay for the following employee:
 - Budget and Finance - Carissa Seals, Accountant II

- Request to approve a one-time 1% compensation policy adjustment for certification acquirement for the following employee:
 - Ashley Beatty-Heist – Assessment Office, Lead Field Assessor, \$21.73 per hour, Full-Time 75 hours per Pay Period.

- Request to approve the following reclassifications:
 - Voters Services Department – Add a Full-Time, 75 hours per Pay Period, Paygrade 6, Elections Specialist position.

 - Voters Services Department – Remove a Full-Time, 75 hours per Pay Period, Paygrade 5, Voters Services Administrative Specialist position.

- Request to approve the following reclassifications effective July 1, 2023:
 - Conservation District – Request to reclassify the following positions/employees from a Paygrade 8 to a Paygrade 9
 - Carey Entz-Rine – Watershed Specialist
 - Kellen Mrochko – Erosion and Sediment Control Technician
 - Emily Bruce – Dirt and Gravel Roads Technician
 - Rodney Morehart – Chesapeake Bay Program Technician
 - Timothy Heyler – Agricultural Conservation Technician

 - Conservation District – Request to reclassify the following positions/employee from a Paygrade 6 to a Paygrade 7:
 - Tina Jedrziewski – Administrative Specialist

 - Conservation District – Request to reclassify the following positions/employee from a Paygrade 11 to a Paygrade 12:
 - Matthew Long – Conservation District Manager

ATTACHMENT (C)

TDA ACTIONS:

- Request to approve the following reclassifications:
 - Voters Services Department – Add a Full-Time, 75 hours per Pay Period, Paygrade 6, Elections Specialist position.

 - Voters Services Department – Remove a Full-Time, 75 hours per Pay Period, Paygrade 5, Voters Services Administrative Specialist position.

- Request to approve the following reclassifications effective July 1, 2023:
 - Conservation District – Request to reclassify the following positions/employees from a Paygrade 8 to a Paygrade 9
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 - Conservation District – Request to reclassify the following positions/employee from a Paygrade 6 to a Paygrade 7:
 - Tina Jedrziewski – Administrative Specialist

 - Conservation District – Request to reclassify the following positions/employee from a Paygrade 11 to a Paygrade 12:
 - Matthew Long – Conservation District Manager