

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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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
THURSDAY, JUNE 1, 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 SERVICE AWARDS**

- 2.1 Board of Commissioners – Recognize the following individuals on their service to Lycoming County:
  - Natalie Steppe – 10 years
  - Sherrie Hook – 10 years

**3.0 BID OPENING**

- Krista Rogers – Open the following bid:
- Third Street Plaza Roofing Project (2023 budgeted item)

**4.0 REPORTS**

- 4.1 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 6/07/23 to be paid on 5/31/23 in the amount of \$984,062.78.

**5.0 INFORMATION ITEMS**

- 5.1 Mya Toon – Acknowledge the County will be requesting bids for a Blodgett Electric Convention Oven (2023 budgeted item).

**6.0 PERSONNEL ACTIONS**

- 6.1 Allison Wolfe – 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 Board of Assessment Revisions***

**7.0 BOARD OF ASSESSMENT REVISIONS**

- 7.1 Convene Board of Assessment Revisions.
- 7.2 Brooke Wright – Approve the following real estate tax refund:
  - 16-001-405 – Travis Harman - \$366.65

- 47-205-105 – Bonnell Run Hunting & Fishing - \$590.51

7.3 Adjourn Board of Assessment Revisions.

***Reconvene Commissioners' Public Meeting***

**8.0 ACTION ITEMS**

- 8.1 Allison Wolfe – Vote to approve revision to Policy 400 – Compensation Policy.
- 8.2 Allison Wolfe – Vote to approve revision to Policy 407 – Payment for On-Call.
- 8.3 Mya Toon – Vote to approve Agreement with Independent Dialysis Group (2023 budgeted item).
- 8.4 Mya Toon – Vote to approve Resolution 2023-10 for the DiSalvo's Restaurant Addition and Renovation Project (RACP funds).
- 8.5 Mya Toon – Vote to approve Statement of Compliance with Pennsylvania Redevelopment Assistance Capital Program (RACP) requirements.
- 8.6 Kristin McLaughlin – Vote to approve ARPA Amendment to Subrecipient Agreement with West Branch Regional Authority.
- 8.7 Kristin McLaughlin – Vote to approve ARPA Amendment to Subrecipient Agreement with Hughesville-Wolf Authority.
- 8.8 Kristin McLaughlin – Vote to approve ARPA funds to the following agencies:
- Nonprofit Assistance: American Legion Post 268 Home Association of PA in the amount of \$43,405.
  - Broadband: River Valley Internet in the amount of \$300,000.
  - Water/Sewer: Hughesville Borough Authority in the amount of \$250,000.
- 8.9 Maleick Fleming – Vote to approve Second Amendment to Subrecipient Monitoring Agreement with Greater Lycoming Habitat for Humanity (2020 PHARE funds).
- 8.10 Maleick Fleming – Vote to approve Amendment to Subrecipient Monitoring Agreement with Greater Lycoming Habitat for Humanity (2021 PHARE funds).
- 8.11 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with Greater Lycoming Habitat for Humanity (2022 PHARE funds).
- 8.12 Nancy Ackley – Vote to approve Agreement with Diakon Family Life Services (2023 budgeted item).
- 8.13 Jason Yorks – Vote to approve Municipal Waste Disposal Capacity Agreement with Mifflin and Juniata Counties

**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 8, 2023, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

**PERSONNEL ACTIONS:**

- Courts – Debra Pietrovito, Executive Secretary, Full-Time Replacement, \$18.75 per hour, 75 hours per Pay Period, Anticipated Transfer Date: May 28, 2023.
- Prison – Brittany Mitch, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: June 4, 2023.
- Public Defender Office – Edward Reeves, Assistant Public Defender, Full-Time Replacement, \$60,500.00 per year, 75 hours per Pay Period, Anticipated Start Date: June 5, 2023.
- Assessment Office – Rachel Andreas, Clerk IV, Full-Time Replacement, \$17.01 per hour, 75 hours per Pay Period, Anticipated Start Date: June 19, 2023.
- Assessment Office – Andrea Hammond, Clerk III, Full-Time Replacement, \$16.17 per hour, 75 hours per Pay Period, Anticipated Start Date: June 26, 2023.
- Courts – Melissa Miller, Administrative Specialist, Full-Time Replacement, \$17.96 per hour, 75 hours per Pay Period, Anticipated Start Date: June 5, 2023.
- Adult Probation Office – James Schriener, Master Firearms Instructor, Part-Time New Position, \$30.00 per hour, Not to Exceed 300 hours in a year, Anticipated Start Date: June 5, 2023.