

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
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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, JUNE 29, 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 Acknowledge the Montgomery Area Windbreakers team as national champions at the National KidWind Challenge in Boulder, Colorado:
 - Peter Ruhl, Coach
 - Elizabeth Zettlemyer, Chaperone and Assistant to Coach
 - Waylynn Barrows
 - Lyle Huggler
 - Isaiah Mowrey
 - Weston Sherman
 - Bryar Walk

2.0 SERVICE AWARDS

- 2.1 Board of Commissioners – Recognize the following individuals on their service to Lycoming County:
 - District Attorney's Office – Calvin Irvin – 10 years
 - Voter Services – Mary Kay Camp – 39 years

3.0 REPORTS

- 3.1 Kalen Barnes – Vote to approve Accounts Payable Cash Requirement Report for invoices due through 7/05/23 to be paid on 6/28/23 in the amount of \$1,134,105.39.

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).

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:
- 26-010-108.C – Williamsport Hospitality - \$18,153.17
 - 65-013-399 – CS Hospitality - \$2,116.97
- 7.3 Adjourn Board of Assessment Revisions.

Reconvene Commissioners' Public Meeting

8.0 ACTION ITEMS

- 8.1 Matthew McDermott – Vote to approve Resolution 2023-12 urging the General Assembly to address the update reauthorization of Chapter 53 of Title 35.
- 8.2 Matthew McDermott – Vote to approve Resolution 2023-14 supporting increased funding for community-based mental health services.
- 8.3 Matthew McDermott – Vote to approve the Williamsport Investment Program Summary of Terms with Arctaris Impact Investors, LLC.
- 8.4 Mya Toon/Matthew McDermott – Vote to approve Business Rental Preferred Rate Agreement with Penrac, LLC. (2023 budgeted item).
- 8.5 Mya Toon/Matthew McDermott – Vote to approve and award bid for Flood Mitigation, Acquisition and Demolition to Steinbacher Enterprises, Inc. in the amount of \$84,464.00 (CDBG-DR & HMGP funded).
- 8.6 Mya Toon/Matthew McDermott – Vote to approve Letter of Intent with Lycoming-Clinton Joinder Board.
- 8.7 Mya Toon/Matthew McDermott – Vote to approve Agreement with Frank M. Dattilio in an amount not to exceed \$20,000.00 (2023 budgeted item).

8.8 Beth Baylor – Vote to approve Subscription Agreement with Technology Enterprise Group, Inc. (2023 budgeted item).

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, July 6, 2023, at 10:00 A.M. in the Commissioners' Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

ATTACHMENT (A)

PERSONNEL ACTIONS:

- Resource Management Services – Randy Ritter, Recycling Laborer, Full-Time New Position, \$14.50 per hour, 80 hours per Pay Period, Anticipated Start Date: July 10, 2023.
- Resource Management Services – Kristin Perez, Resource Recovery Assistant Manager, Full-Time Replacement, \$50,641.50 per year, 80 hours per Pay Period, Anticipated Start Date: July 10, 2023.
- Prison – Zain Hill, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: July 16, 2023.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

- Request to apply a 1% Compensation Adjustment per the Compensation Policy:
 - Human Resources – Kane Angell, Recruitment Specialist, Paygrade 6, Adjustment of 1%.
- Request to approve changing the following position to an exempt status:
 - Resource Management Services – Resource Recovery Assistant Manager, Paygrade 9, Full-Time, 80 hours per Pay Period.
- Request to add an \$.85 compensation adjustment to the following employees:
 - Assessment
 - Nakisha Cramer, Field Data Collector, Paygrade 6.
 - Clerk of Courts:
 - Diana Richardson, Administrative Specialist, Paygrade 6.
 - Ashlea Woolley, Criminal Processing Clerk, Paygrade 5.
 - Kevin Williams, Criminal Processing Clerk, Paygrade 5.
 - Communication Center:
 - Shirley Hamm, Administrative Specialist, Paygrade 6.
 - Cooperative Extension:
 - Barbara Davenport, Clerk IV, Paygrade 5.
 - Courts:
 - Phyllis Feese-Guyette, Clerk III, Paygrade 4.
 - Stephanie Snyder, Clerk IV, Paygrade 5.
 - Jerri Rook, Executive Secretary, Paygrade 5.
 - Ekaterina Ferguson, Executive Secretary, Paygrade 5.
 - District Attorney:
 - Alexandria Hensler, Clerk III, Paygrade 4.
 - Domestic Relations:
 - Carla Bergren, Clerk III, Paygrade 4.
 - Emergency Medical Services
 - Jenifer Hope, Clerk IV, Paygrade 5.
 - Facilities Management
 - Regina Rooker, Operations Coordinator, Paygrade 6.
 - Haz-Mat
 - Irvin Temple, SARA Sup. Specialist, Paygrade 5.
 - Juvenile Probation
 - Nancy Ackley, Administrative Specialist, Paygrade 6.
 - Courtney English, Clerk III, Paygrade 4.
 - Information Services
 - Rhonda Bodle, Records Retention Coordinator, Paygrade 6.
 - Military Affairs
 - Keely Hitchens, Clerk III, Paygrade 4.

- Prison
 - Tammy Toner, Administrative Specialist, Paygrade 6.
- Prothonotary
 - Brandy Lechette, Civil Processing Clerk, Paygrade 4.
 - Sharon Greene, Civil Processing Clerk, Paygrade 5.
- Register and Recorder
 - Dartha Wascher, Clerk III, Paygrade 4.
 - Leslie Carnevale, Clerk III, Paygrade 4.
 - Daniel Hartman, Clerk III, Paygrade 4.
- Resource Management Services
 - Bethany Stugart, Administrative Specialist/Training Coordinator, Paygrade 6.
 - Deanna Neidig, Clerk III/Weighmaster, Paygrade 4.
 - Sharon Mull, Clerk III/Weighmaster, Paygrade 4.
 - Michelle Egli, Clerk III, Paygrade 4.
 - Jessica Dibartolomeo, Clerk III/AP Weighmaster, Paygrade 4.
- Sheriff's Office
 - Candace Dawes, Clerk IV, Paygrade 5.
 - Michele McDermott, Administrative Specialist, Paygrade 6.
 - Jennifer Hartley, Clerk III, Paygrade 4.
 - Charlene Matlack, Clerk III, Paygrade 4.
- Conservation District
 - Mary Denise Moser, Administrative Specialist, Paygrade 6.

ATTACHMENT (C)

TDA ACTIONS:

- Request to approve changing the following position to an exempt status:
 - Resource Management Services – Resource Recovery Assistant Manager, Paygrade 9, Full-Time, 80 hours per Pay Period.