

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, JULY 6, 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:
 - Bid for an Electric Convection Oven

3.0 REPORTS

- 3.1 Kalen Barnes – Vote to approve Accounts Payable Cash Requirement Report for invoices due through 7/12/23 to be paid on 7/5/23 in the amount of \$929,965.70.

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 Mya Toon – 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 the U.S. Department of Homeland Security Federal Fiscal Year 2021 Building Resilient Infrastructure and Communities Grant Agreement in the amount of \$258,129.00.
- 7.2 Mya Toon – Vote to approve the 2023-2024 Radiation Emergency Response Fund Grant Agreement in the amount of \$5,876.00.
- 7.3 Mya Toon – Vote to approve Memorandum of Understanding with the Lycoming County Housing Authority to conduct environmental reviews.
- 7.4 Austin Daily – Vote to approve Change Order #2 with Ryland Construction Company, Inc. for Bridge Bundle #3 in the amount of \$39,748.89 (non-budgeted item).
- 7.5 Beth Baylor – Vote to approve Agreement with United Power System, Inc. in the amount of \$17,400.00 (2023 budgeted item).
- 7.6 Ken George – Vote to approve Agreement with Air Management Technologies Inc. in the amount of \$79,000.00 (CRBG payroll convenience funds).

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, July 13, 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:

- Prison – Jennifer Tedesco, Clerk III – Inmate Phone Monitor, Full-Time Replacement, \$14.87 per hour, 80 hours per Pay Period, Anticipated Start Date: July 24, 2023.
- Prison – Jordan Adams, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: July 16, 2023.
- Prison – Tammy Dunlap, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: July 16, 2023.
- Resource Management Services – Dawn Miller, Clerk III, Full-Time Replacement, \$16.17 per hour, 80 hours per Pay Period, Anticipated Start Date: July 24, 2023.
- Resource Management Services – Tina Ayers, Support Associate, Full-Time Replacement, \$16.46 per hour, 80 hours per Pay Period, Anticipated Start Date: July 24, 2023.
- Department of Public Safety – Rachel Cortright, Telecommunicator Trainee, Full-Time Replacement, \$18.72 per hour, 80 hours per Pay Period, Anticipated Start Date: July 10, 2023.
- Budget and Finance – Desierre Higley, Payroll/AP Specialist, Full-Time Replacement, \$19.59 per hour, 75 hours per Pay Period, Anticipated Transfer Date: July 23, 2023.
- Information Technology and Consolidated Services – Rhonda Bodle, Voter Services Elections Specialist, Full-Time New Position, \$24.35 per hour, 75 hours per Pay Period, Anticipated Transfer Date: July 23, 2023.
- Information Technology and Consolidated Services – John Noble, Technical Analyst, Full-Time Replacement, \$55,000 per year, 75 hours per Pay Period, Anticipated Transfer Date: July 9, 2023.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

- Information Technology and Consolidated Services – Request to change Records Retention Coordinator position from a Paygrade 6 to a Paygrade 5.

ATTACHMENT (C)

TDA ACTIONS:

- Information Technology and Consolidated Services – Request to change Records Retention Coordinator position from a Paygrade 6 to a Paygrade 5.