

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*

---

Telephone (570) 320-2124  
Fax (570) 320-2127

COUNTY of LYCOMING  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

---

www.lyco.org  
county.commissioners@lyco.org

**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
THURSDAY, SEPTEMBER 14, 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 REPORTS**

- 2.1 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 9/20/23 to be paid on 9/13/23 in the amount of \$2,737,941.39.
- 2.2 Kalen Barnes – Vote to approve Jury Panel #20 Payment Report for payment on September 11, 2023 in the amount of \$2,365.80.

**3.0 INFORMATION ITEMS**

- 3.1 Tony Visco – Acknowledge the County will be requesting bids for interior renovations to the existing Third Floor, Third Street Plaza building.

**4.0 PERSONNEL ACTIONS**

- 4.1 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 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 Allison Wolfe – Approve the following TDA actions as outlined in Attachment (C).

## **7.0 ACTION ITEMS**

7.1 Mitzi Gallagher-Long – Vote to approve the following FFY23 CDBG Resolutions:

- Resolution 2023-17: Submission of Application
- Resolution 2023-18: 504 Compliance Officer Designation
- Resolution 2023-19: Fair Housing

7.2 Krista Rogers – Vote to approve Mutual Non-Disclosure Agreement with Paylocity.

7.3 Nancy Ackley – Vote to approve Agreement with Cornell Abraxas Group, LLC (2023 budgeted item).

7.4 Mark Hulyo – Vote to approve UPS purchase for Courthouse from ePlus Technology, Inc. in the amount of \$46,463.14 (2023 budget funds available).

## **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 Chairman.

### **10.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, September 21, 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:

- Pre-Release Center – Andre King, Resident Supervisor I, Full-Time Replacement, \$18.10 per hour, 80 hours per Pay Period, Start Date: September 18, 2023.
- Pre-Release Center – Casey Sheleman, Resident Supervisor I, Part-Time Replacement, \$18.10 per hour, Not to Exceed 1000 hours annually, Start Date: September 25, 2023.
- Resource Management Services – Adam Moser, Recycling Laborer, Full-Time Replacement, \$14.50 per hour, 80 hours per Pay Period, Start Date: September 18, 2023.
- Assessment – Andrea Hammond, Clerk IV, Full-Time Replacement, \$17.33 per hour, 75 hours per Pay Period, Transfer Date: October 1, 2023.

## **ATTACHMENT (B)**

### **SALARY BOARD ACTIONS:**

- Register and Recorder – Request to approve Kimber Smith, Deputy/Row Office, to be reclassified from a Paygrade 7 to a Paygrade 8 retro to January 1, 2022.
- Information Services – Request to change pay rate for Ronald Weaver, Technical Specialist, to \$22.39 per hour to correct a previous clerical error. Retro to July 24, 2023.

## ATTACHMENT (C)

### **TDA ACTIONS:**

- Register and Recorder – Request to approve Kimber Smith, Deputy/Row Office, to be reclassified from a Paygrade 7 to a Paygrade 8 retro to January 1, 2022.
- Information Services – Request to change pay rate for Ronald Weaver, Technical Specialist, to \$22.39 per hour to correct a previous clerical error. Retro to July 24, 2023.