

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, OCTOBER 5, 2023  
10:00 A.M.**

**ADDITIONS/REVISIONS TO AGENDA NOT PREVIOUSLY POSTED**

- Add Action Item 7.1 – Vote to approve and provide FamVest XII Lycoming Mall LLC tax exemption under the Local Economic Revitalization Tax Assistance Act (LERTA) for the Lycoming Mall redevelopment project.

**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 Proclamation: Juvenile Justice Week

**2.0 REPORTS**

- 2.1 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 10/11/23 to be paid on 10/4/23 in the amount of \$897,447.90
- 2.2 Kalen Barnes – Vote to approve Special Cash Requirement Report for payment on 9/28/23 in the amount \$11.40.

**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 Jason Fink – Vote to approve and provide FamVest XII Lycoming Mall LLC tax exemption under the Local Economic Revitalization Tax Assistance Act (LERTA) for the Lycoming Mall redevelopment project.

7.2 Matthew McDermott – Vote to approve Equipment Proposal with Keystone Communications in the amount of \$191,940.00 (2023 budget funds available).

7.3 Mya Toon – Vote to approve FY 2023-2024 Medical Assistance Transportation Program allocation in the amount of \$1,632,289.00 (pass-thru funds).

7.4 Mya Toon – Vote to reject all proposals received for Total Compensation Study.

7.5 Ken George – Vote to approve Agreement with Monitronics International LLC in the amount of \$28,269.42 (2023 budgeted 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, October 12, 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:**

- Sheriff's Office – Kevin Stiles, Deputy Sheriff, Part-Time Replacement, \$22.00 per hour, Not to Exceed 1000 hours in a Year, Start Date: October 9, 2023.

## **ATTACHMENT (B)**

### **SALARY BOARD ACTIONS:**

- Information Technology - Request to change the following titles:
  - Laura Harrison- Clerk III/Mailroom, Title Change to Consolidated Services Specialist/Mailroom.
  - Joyce McRae – Clerk III/Voters Services, Title Change to Consolidated Services Specialist/Seasonal.
  
- Resource Management Services – Request to change Comptroller/Business Manager from a Paygrade 13 to a Paygrade 12.
  
- District Attorney – Request to a Paygrade 4, Part-Time, Clerk III – Victim/Witness Clerk.

## ATTACHMENT (C)

### TDA ACTIONS:

- Information Technology - Request to change the following titles:
  - Laura Harrison- Clerk III/Mailroom, Title Change to Consolidated Services Specialist/Mailroom.
  - Joyce McRae – Clerk III/Voters Services, Title Change to Consolidated Services Specialist/Seasonal.
  
- Resource Management Services – Request to change Comptroller/Business Manager from a Paygrade 13 to a Paygrade 12.
  
- District Attorney – Request to a Paygrade 4, Part-Time, Clerk III – Victim/Witness Clerk.