

Commissioners:
SCOTT L. METZGER
Chairman
MARC C. SORTMAN
Vice Chairman
MARK MUSSINA
Secretary



MATTHEW A. McDERMOTT
*Director of Administration
and Chief Clerk*
CHRISTOPHER H. KENYON
Solicitor

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COUNTY of LYCOMING
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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, OCTOBER 31, 2024
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 Krista Rogers – Vote to approve accounts payable cash requirement report for invoices due through 11/06/24 to be paid on 10/30/24 in the amount of \$882,392.05.

Recess Commissioners' Public Meeting for the Salary Board

3.0 SALARY BOARD

- 3.1 Convene Salary Board.
- 3.2 Vote to approve the Salary Board minutes from the October 24, 2024 meeting.
- 3.3 Vote to approve the following Salary Board Actions:
 - Remove various positions from the TDA as listed in attachment (B)
- 3.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

4.0 PERSONNEL ACTIONS

- 4.1 Mike Hagen – 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).

5.0 ACTION ITEMS

- 5.1 Jason Yorks – Vote to approve the 2025 Fee Schedule with price increase.

- 5.2 Kristin McLaughlin – Vote to approve the Subrecipient Agreement Amendment #3 with West Branch Regional Authority in the amount of \$750,000.00. (2024 approved ARPA funds)
- 5.3 Kristin McLaughlin– Vote to approve the Subrecipient Agreement Amendment #2 with Hughesville Wolf Township Joint Municipal Authority in the amount of \$405,505.63. (2024 approved ARPA funds)
- 5.4 Kristen McLaughlin – Vote to approve the Subrecipient Agreement with the City of Williamsport dba Williamsport Fire Department in the amount of \$109,360.00. (2024 approved ARPA funds)
- 5.5 Adrienne Stahl – Vote to approve the Agreement with Peter Lovecchio, Esquire. (2024 Approved budgeted item)
- 5.6 Adrienne Stahl – Vote to approve the Agreement with Donald F. Martino, Esquire. (2024 approved budgeted item)
- 5.7 Mike Hagen - Vote to approve the revisions to the Lycoming County Compensation Policy # 400.2 Cost of Living.
- 5.8 Kelsey Green– Vote to approve the Amendment to the Agreement with Loyalsock Township. (2024 approved CAP grant funds)
- 5.9 John Lavelle – Vote to approve the Agreement with Williamsport Ballpark, Inc. in the amount of \$1,000,000.00. (2024 approved ARPA funds)
- 5.10 Jenny Picciano – Vote to approve Amendment 1 with BRS, Inc
- 5.11 Jenny Picciano – Vote to approve the submission of the PHARE Grant application to PHFA in the amount of \$1,095,000.00. (2024 approved budgeted item – grant funds)
- 5.12 Mya Toon – Vote to approve the Tax & Revenue Anticipation Note Resolution (Resolution 2024-21) with DCED in the amount of \$5,989,000.
- 5.13 Mya Toon – Vote to approve the Lease Agreement with the Salvation Army for the Festival of Trees.
- 5.14 Mya Toon – Vote to award the bid for the ADA Ramp Replacement to C.K. Manufacturing, LLC in the amount of \$52,764.00. (2024 approved budgeted item)
- 5.15 Mya Toon – Vote to approve the Agreement with John Sanso Concrete in the amount of \$5,500.00. (2024 approved budgeted item)

- 5.16 Mya Toon – Vote to Ratify the Grant Application for the Lycoming County Victim Witness Services in the amount of \$122,201.00. (2024 approved budgeted item)

Recess Commissioners' Public Meeting for the Board of Assessment Revisions

6.0 BOARD OF ASSESSMENT REVISIONS

- 6.1 Convene Board of Assessment Revisions.
- 6.2 Brooke Wright – Approve/Deny the following real estate exemptions as outlined in Attachment C.
- 6.3 Adjourn Board of Assessment Revisions.

Reconvene Commissioners' Public Meeting

7.0 COMMISSIONER COMMENT

8.0 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.

9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, November 7, 2024, at 10:00 A.M. in the Commissioner's Board Room, 3rd Floor, 33 West Third Street, Williamsport, PA 17701.

ATTACHMENT (A)

PERSONNEL ACTIONS:

Prison – Noah Derr, Correctional Officer, Union, \$20.00 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: December 16, 2024.

Resource Management – Nickolas Dirk, Recycling Laborer, 4, \$14.50 per Hour, 80 Hours per Pay Period, Anticipated Start Date: November 4, 2024.

Resource Management – Nolan Loss, Recycling Laborer, 4, \$14.50 per Hour, 80 Hours per Pay Period, Anticipated Start Date: November 4, 2024.

Department	Position	Pay Grade	Bi-Wkly Hrs	Yearly Rate	Benefits	Worker's Comp	TOTAL SAVED	Notes
Courts	Tipstave	1	<1000	\$ 11,220.00			\$ 11,220.00	
District Attorney	Assistant District Attorney	DA	75	\$ 62,315.00			\$ 62,315.00	
Domestic Relations	Dom Relations Attorney	11	75	\$ 26,860.00			\$ 26,860.00	
Domestic Relations	Domestic Relations Officer	DRO	75				\$ -	
Domestic Relations	Domestic Relations Officer	DRO	75				\$ -	
Domestic Relations	FT Clerk III	4	75	\$ 28,158.00			\$ 28,158.00	
Domestic Relations	FT Clerk III	4	75	\$ 28,158.00			\$ 28,158.00	
Domestic Relations	FT Clerk III	4	75	\$ 28,158.00			\$ 28,158.00	
Domestic Relations	FT Clerk III	4	75	\$ 14,440.00			\$ 14,440.00	
Domestic Relations	PT Clerk III	4	<1000				\$ -	
DUI	Special Detective Coordinator	DA	<1000	\$ 25,000.00			\$ 25,000.00	
DUI	Special Detective DUI Center	DA	<1000	\$ 25,000.00			\$ 25,000.00	
DUI	Special Detective DUI Center	DA	<1000	\$ 25,000.00			\$ 25,000.00	
DUI	Special Detective DUI Center	DA	<1000	\$ 25,000.00			\$ 25,000.00	
Facilities Management	Custodial Lysock	3	75	\$ 25,896.00			\$ 25,896.00	
Facilities Management	Custodial Worker	3	75	\$ 25,896.00			\$ 25,896.00	
Facilities Management	Temp Electrician	11	75	\$ 68,250.00			\$ 68,250.00	
Financial Management	Financial Support Specialist	7	75	\$ 36,504.00			\$ 36,504.00	
Financial Management	Financial Technician	6	75	\$ 33,501.00			\$ 33,501.00	
Haz-Mat	Chief Emergency Planner	N/A					\$ -	Never filled
Information Services	Clerk III	4	75	\$ 28,158.00			\$ 28,158.00	
Information Services	Consolidated Services Manager	11	75	\$ 52,377.00			\$ 52,377.00	
Management Information	CIO/Director of IT	13	75	\$ 62,809.50			\$ 62,809.50	
Management Information	Deputy CIO	12	75	\$ 57,310.50			\$ 57,310.50	
MDJ Solomon	Mag Dist Crt Admin Specialist (Contingent positio	5	75	\$ 30,712.50			\$ 30,712.50	
Planning	Financial Admin Supervisor	10	75	\$ 47,794.50			\$ 47,794.50	
Planning	Natural Resources Planner	9	75	\$ 43,660.50			\$ 43,660.50	
Pre-Release Center	Clerk III	4	80				\$ -	Never filled
Pre-Release Center	Employment Officer	6	80				\$ -	Never filled
Pre-Release Center	Resident Supervisor	Union	80	\$ 38,771.20			\$ 38,771.20	
Pre-Release Center	Resident Supervisor	Union	80	\$ 38,771.20			\$ 38,771.20	
Pre-Release Center	Resident Supervisor	Union	80	\$ 38,771.20			\$ 38,771.20	
Prison	FT LPN	10	80	\$ 62,400.00			\$ 62,400.00	
Prison	FT LPN	10	80	\$ 62,400.00			\$ 62,400.00	
Prison	Intake Officer	Union	80	\$ 41,600.00			\$ 41,600.00	
Procurement	Chief Procurement/Grant Officer	12	75	\$ 57,310.50			\$ 57,310.50	
Procurement	FT Administrative Specialist	6	75	\$ 33,501.00			\$ 33,501.00	

Department	Position	Pay Grade	Bi-Wkly Hrs	Yearly Rate	Benefits	Worker's Comp	TOTAL SAVED	Notes
Public Defender	Assistant Public Defender	APD	75	\$ 62,315.00			\$ 62,315.00	
Public Defender	Assistant Public Defender	APD	75	\$ 62,315.00			\$ 62,315.00	
Public Defender	Assistant Public Defender	APD	75	\$ 62,315.00			\$ 62,315.00	
Public Defender	PT PD Investigator		7 <1000	\$ 18,750.00			\$ 18,750.00	
Register and Recorder	Clerk III (Contingent)		4 75	\$ 28,158.00			\$ 28,158.00	
Resource Management	Floating Custodian		4 80	\$ 30,160.00			\$ 30,160.00	
Resource Management	FT Equipment Operator		6 80	\$ 37,440.00			\$ 37,440.00	
Resource Management	FT Equipment Operator		6 80	\$ 37,440.00			\$ 37,440.00	
Resource Management	Maintenance Specialist	N/A	80				\$ -	Never filled
Resource Management	PT Equipment Operator		5 <1000	\$ 18,000.00			\$ 18,000.00	
Resource Management	PT Equipment Operator		5 <1000	\$ 18,000.00			\$ 18,000.00	
Resource Management	PT Equipment Operator		5 <1000	\$ 18,000.00			\$ 18,000.00	
Resource Management	Shipping Clerk		6 80	\$ 37,440.00			\$ 37,440.00	
Resource Management	Temp RMS Specialist Projects		13 75	\$ 62,809.50			\$ 62,809.50	
Sheriff	Clerk III		4 75	\$ 28,158.00			\$ 28,158.00	
Sheriff	Clerk III		4 75	\$ 28,158.00			\$ 28,158.00	
Sheriff	Deputy Sheriff First Class	DS	80	\$ 47,070.40			\$ 47,070.40	
Sheriff	Temp Sheriff Special Projects	N/A	<1000				\$ -	Never filled
Soil Conservation	Agriculture Conservation Tech		9 75	\$ 43,660.50			\$ 43,660.50	
Soil Conservation	West Nile Virus Technician		7 <1000	\$ 18,720.00			\$ 18,720.00	Never filled
Treasurer	Clerk III		4 <1000	\$ 14,440.00			\$ 14,440.00	
				Totals:	\$ 2,863,242.40	\$ -	\$ -	\$ 2,863,242.40

ATTACHMENT C

2024 EXEMPTION REQUESTS				
<u>PARCEL</u>	<u>NAME</u>	<u>SITE LOCATION</u>	<u>REASON FOR EXEMPTION</u>	<u>ASSESSED VALUE</u>
40-393-113.B	Muncy Lodge 299 Masonic Temple Assoc	28 Brummer Pond Rd	Purely Public Charity under HB 1300	414,920
62-002-209	Scottish Rite Cathedral	348 Market St	Purely Public Charity under HB 1300	400,000