

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, JANUARY 18, 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 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 1/24/24 to be paid on 1/17/24.

3.0 PERSONNEL ACTIONS

- 3.1 Matthew McDermott – 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

4.0 SALARY BOARD

- 4.1 Convene Salary Board.
- 4.2 Matthew McDermott – Vote to approve the 2024 Salary Schedule retroactive to 1/2/2024.
- 4.3 Matthew McDermott – Vote to approve the following salary board actions as outlined in Attachment (B).
- 4.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

5.0 TDA ACTIONS

- 5.1 Matthew McDermott – Approve the following TDA actions as outlined in Attachment (C)

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 the following real estate tax refunds:
 - 52-001-306 – Matthew J Whipple - \$346.24
- 6.3 Adjourn Board of Assessment Revisions.

Reconvene Commissioners' Public Meeting

7.0 ACTION ITEMS

- 7.1 Tanya Collins – Vote to approve Amendment to Agreement with West Branch Regional Authority (2020 CDBG funds).
- 7.2 Tanya Collins – Vote to approve Budget Revision Certification in the amount of \$36,005.63 (2019 CDBG funds).
- 7.3 Tanya Collins – Vote to approve Subrecipient Agreement with West Branch Regional Authority in the amount of \$42,672.63 (2021 CDBG funds).
- 7.4 Matthew McDermott – Vote to approve the appointment of the following individuals to the Lycoming Library Board for a 3-year term, ending on December 31, 2026:
 - John Confer of the James V. Brown Library
 - Dennis Correll of the Dr. W. B. Konkle Memorial Library
 - Diane Eck of Jersey Shore Public Library
 - Diane Schneck of Muncy Public Library
 - Larry Stout of Montgomery Area Public Library
 - Mark Mussina, County Commissioner
- 7.5 Mya Toon – Vote to approve all outstanding 2023 legal ad notices with the Sun-Gazette (2023 budgeted item)
- 7.6 Mya Toon – Vote to approve all 2024 legal ad notices with the Sun-Gazette (2024 budgeted item).
- 7.7 Mya Toon – Vote to approve Agreement with National Medical Services, Inc d.b.a NMS Labs in an amount not to exceed \$250,000.00 (2024 budgeted item).
- 7.8 Mya Toon – Vote to approve Certification of County Funds for 2024 Agriculture Land Preservation Program in the amount of \$62,126.00 (2024 budgeted item).
- 7.9 Austin Daily – Vote to approve Amendment to Agreement with Kevin Raker Construction, LLC (2024 budgeted item).

7.10 Austin Daily – Vote to approve Amendment to Agreement with Bassett Engineering, Inc (2024 budgeted item).

7.11 Jason Yorks – Vote to approve Residual Waste Disposal Agreement with Andritz, Inc. (2024 budgeted item).

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, January 25, 2024, 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:

- District Attorney's Office – Scott Henry, Assistant County Detective, Part-Time Replacement, \$29.58 per hour, not to exceed 1,000 hours annually, Start Date: January 22, 2024.
- Department of Public Safety – William Miller, EMS Program Manager, Full-Time Replacement, \$48,952.80 per year, 75 hours per Pay Period, Transfer Date: January 21, 2024.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

- Courts: Request to reclassify Full-Time, 75 hours per Pay Period, Court Reporters to a Paygrade 9, retroactively effective to 1/1/2024
 - Erica Gardner
 - Camala Jordan
 - Paula Singer
 - Lisa Wertman
 - Linda Wettlaufer
- Increase compensation for original orders and transcripts (from \$1.25 to \$2.20 per page) and eliminate compensation for copies (\$.30/\$.95 per page), retroactively effective to 1/1/2024.
- Human Resources: – Request to eliminate Part-Time Human Resources Business Partner, Paygrade 12.
- Human Resources: Request to eliminate the Director of Human Resources position, Paygrade 13.
- Human Resources: Request to add a Senior Human Resources Business Partner, Paygrade 14.
- Human Resources: Request to reclassify the Benefits Specialist position to a Paygrade 8, and retitle to Sr. Benefits Specialist.
- Human Resources: Request to reclassify the Human Resources Generalist to a Paygrade 7, and retitle to Sr. Human Resources Generalist.

ATTACHMENT (C)

TDA ACTIONS:

- Courts: Request to reclassify Full-Time, 75 hours per Pay Period, Court Reporters to a Paygrade 9, retroactively Effective to 1/1/2024
 - Erica Gardner
 - Camala Jordan
 - Paula Singer
 - Lisa Wertman
 - Linda Wettlaufer
- Increase compensation for original orders and transcripts (from \$1.25 to \$2.20 per page) and eliminate compensation for copies (\$.30/\$.95 per page), retroactively effective to 1/1/2024.
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- Human Resources: Request to add a Senior Human Resources Business Partner, Paygrade 14.
- Human Resources: Request to reclassify the Benefits Specialist position to a Paygrade 8, and retitle to Sr. Benefits Specialist.
- Human Resources: Request to reclassify the Human Resources Generalist to a Paygrade 7, and retitle to Sr. Human Resources Generalist.