

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

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, JANUARY 25, 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 1/31/24 to be paid on 1/24/24.

3.0 INFORMATION ITEM

- 3.1 Matthew McDermott – Acknowledge the open vacancies for the following Authorities and Boards:
 - County Authority
 - Industrial Development Authority
 - Assessment Appeals Board
 - Human Services Advisory Board
 - Planning Commission Board
 - Zoning Hearing Board

Information on the Authority and Boards can be found on the county website lyco.org home page along with instructions for applying for these positions.

4.0 PERSONNEL ACTIONS

- 4.1 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

5.0 SALARY BOARD

- 5.1 Convene Salary Board.

- 5.2 Matthew McDermott – Vote to approve Salary Board Minutes of the Previous Meeting, January 18, 2024.
- 5.3 Matthew McDermott – Vote to approve the following salary board actions as outlined in Attachment (B).
- 5.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

6.0 TDA ACTIONS

- 6.1 Matthew McDermott – Vote to approve 2024 TDA.

7.0 ACTION ITEMS

- 7.1 Mya Toon – Vote to approve Lycoming-Clinton Co-Responder Initiative grant application to Pennsylvania Commission on Crime & Delinquency (PCCD) in the amount of \$189,762.00 (pass through funds).
- 7.2 Mya Toon – Vote to approve Agreement with Dr. Michele Miele (2024 budget funds available).
- 7.3 Jason Yorks – Vote to approve the purchase of a portable methane detector from QED in the amount of \$20,718.00 (2024 budgeted item).
- 7.4 Jason Yorks – Vote to approve the purchase of a Volvo Hi Tip Bucket for Recycling from Highway Equipment and Supply Co. in the amount of \$40,633.52 (2024 budgeted item).
- 7.5 Leslie Kilpatrick – Vote to approve Quote from CDW-G in the amount of \$17,232.00 (2024 budgeted item).
- 7.6 Ken George – Vote to approve purchase of a skid steer loader from Cleveland Brothers in the amount of \$69,037.00 (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, February 1, 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:

- Domestic Relations Office – Angelica Turner, Clerk III, Part-Time Replacement, \$14.58 per hour, Not to Exceed 1000 hours annually, Anticipated Start Date: January 29, 2024.
- Domestic Relations Office – Kaitlyn Breen, Clerk III, Full-Time Replacement, \$14.73 per hour, 75 hours per Pay Period, Anticipated Start Date: January 29, 2024.
- Human Resources – Tatyana Turner, Senior Human Resources Generalist, Full-Time Replacement, \$20.40 per hour, 75 hours per Pay Period, Anticipated Transfer Date: January 7, 2024.
- Human Resources – Karen Stopper, Senior Benefits Specialist, Full-Time Replacement, \$25.18 per hour, 75 hours per Pay Period, Anticipated Transfer Date: January 7, 2024.
- Prison – Brianna Miller, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: February 5, 2024.
- Pre-Release Center – Brian Fullmer, Resident Supervisor I, Full-Time Replacement, \$18.64 per hour, 80 hours per Pay Period, Anticipated Start Date: January 29, 2024.
- Pre-Release Center – Jalisa Jett, Resident Supervisor I, Part-Time Replacement, \$18.64 per hour, Not to Exceed 1,000 hours annually, Anticipated Start Date: January 29, 2024.
- Resource Management Services – Nathaniel Edkin, Equipment Operator, Part-Time Replacement, \$19.62 per hour, Not to exceed 1,000 hours annually, Anticipated Start Date: January 29, 2024.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

- Resource Management Services: Reclassify the following position from Exempt to Non-Exempt status – Resource Recovery Assistant Manager.
- Public Defender: Add FT Clerk III Pay Grade 4.