

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, FEBRUARY 15, 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 02/21/24 to be paid on 02/14/24 in the amount of \$939,121.64.
- 2.2 Kalen Barnes – Vote to approve wire transfer bond payments to US Bank for payment on 2/12/24 in the amount of \$779,672.60.

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 Salary Board minutes of the previous meeting, February 8, 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)

6.0 ACTION ITEMS

- 6.1 Tanya Collins – Vote to approve Budget Revision Certification in the amount of \$50.00 (2019 CDBG funds).
- 6.2 Tanya Collins – Vote to approve Subrecipient Agreement with Montoursville Borough in the amount of \$81,970.00 (2022 CDBG funds).
- 6.3 Tanya Collins – Vote to approve Amendment #2 to Subrecipient Agreement with Montoursville Borough (2020 CDBG funds).
- 6.4 Matthew McDermott – Vote to approve and reappoint the following individuals to the Agricultural Land Preservation Board:
- Larry Fry (3-year term 1/1/24-12/31/26)
 - Marilyn Ely (3-year term 1/1/24-12/31/26)
- 6.5 Mya Toon – Vote to approve and award funds to the following outside agencies (2024 budgeted items):
- Lycoming County Airport = \$163,000.00
 - Lycoming County Library System = \$1,386,387.21
 - Law Enforcement Association = \$25,000.00
 - Historical Society = \$20,000.00
 - Ready Rosie Program = \$16,684.00
 - Camp Cadet = \$3,000.00
 - Lycoming County Senior Citizen = \$10,000.00
 - American Rescue Workers = \$20,000.00
 - Firetree Place = \$60,000.00
 - Industrial Development Authority = \$3,000.00
 - Community Arts Center = \$30,000.00
- 6.6 Mya Toon – Vote to approve the following Change Orders with J&M Construction Specialty, Inc. for TSP Renovations Project (2024 budget funds available):
- Change Order #1 = \$95,100.00
 - Change Order #2 = (\$18,700.00) Credit
 - Change Order #3 = \$3,019.00
 - Change Order #4 = \$12,250.00
- 6.7 John Lavelle – Vote to approve and award ARPA grant funds to the following Volunteer Fire Departments in the amount of \$98,777.28 (ARPA funds):
- Independent Hose = \$20,285.21
 - Waterville VFC = \$36,357.41
 - Antes Fort VFC = \$7,114.99

- Brown Township VFC = \$5,334.76
- Black Forest FC = \$3,809.34
- Citizens Hose/JSAEMS = \$25,875.57

6.8 John Lavelle – Vote to approve and award ARPA grant funds to the Eastern Lycoming YMCA in the amount of \$100,000.00 (ARPA grant funds).

6.9 Jason Yorks – Vote to approve Citizens & Northern Bank Line of Credit Proposal in the amount of \$40,000,000.00 for Department of Environmental Protection (DEP) Post Closure requirements.

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, February 22, 2024, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

ATTACHMENT (A)

- Controller's Office – Emily Snyder, Accountant II, Full-Time Replacement, \$50,714.63 per year, 75 hours per Pay Period, Anticipated Transfer Date: February 18, 2024.
- Controller's Office – Lori Weston, Lead Payroll/AP Specialist, Lateral Transfer, \$27.39 per hour, 75 hours per Pay Period, Anticipated Transfer Date: February 18, 2024.
- Controller's Office – Kalen Barnes, Payroll/AP Specialist, Full-Time Replacement, \$19.78 per hour, 75 hours per Pay Period, Payroll Transfer Date: February 18, 2024, Physical move will be as soon as possible.
- District Attorney – Zoey Stauffenberg, Clerk III, Full-Time Replacement, \$14.58 per hour, 75 hours per Pay Period, Anticipated Start Date: March 4, 2024.
- Pre-Release – Autumn Shoemaker, Resident Supervisor I, Full-Time Replacement, \$18.64 per hour, 80 hours per Pay Period, Anticipated Start Date: March 11, 2024.
- Prison – Heather Harvey, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: February 25, 2024.
- Prison – Eric Shields, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: February 25, 2024.
- Prison – Caleb Blank, Bail Release Officer, Full-Time, \$27.05 per hour, 75 hours per Pay Period, 1% compensation increase due to receiving a certification, Retro Date: January 21, 2024.
- Resource Management Services – Andrew Weaver, Equipment Operator, Full-Time Replacement, \$20.70 per hour, 80 hours per Pay Period, Anticipated Start Date: February 20, 2024.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

- Controller's Office – Request to reclassify the following positions:
 - Senior Accountant: Paygrade 10 to Paygrade 11, Effective: February 18, 2024
 - Accountant I: Paygrade 10 to Paygrade 9, Effective: February 18, 2024

- Budget and Finance – Request to reclassify the following position:
 - Financial Analyst: Paygrade 10 to Paygrade 9, Effective: February 18, 2024

- Sheriff's Office – Request to add the following positions:
 - (5) Full-Time Deputy Sheriffs, Effective: January 1, 2024

- Prison – Request to reclassify Bail Release positions from 75 hours per pay period to 80 hours per pay period, Effective: February 18, 2024

ATTACHMENT (C)

TDA ACTIONS:

- Controller's Office – Request to change the title of the following positions:
 - Lead Fiscal Technician to Lead Payroll/AP Specialist, Effective: February 18, 2024
 - Financial Technician to Payroll/AP Specialist, Effective: February 18, 2024

- Budget and Finance – Request to change the title of the following positions:
 - Senior Accountant to Financial Analyst, Effective: February 18, 2024

- Sheriff's Office – Request to add the following positions:
 - 5 Full-Time Deputy Sheriffs, Effective: January 1, 2024

- Prison – Request to reclassify Bail Release positions from 75 hours per pay period to 80 hours per pay period. Effective: February 18, 2024