

Commissioners:

SCOTT L. METZGER
Chairman

MARC C. SORTMAN
Vice Chairman

MARK MUSSINA
Secretary



MATTHEW A. McDERMOTT
*Director of Administration
and Chief Clerk*

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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, FEBRUARY 1, 2024
10:00 A.M.**

ADDITIONS/REVISIONS TO AGENDA NOT PREVIOUSLY POSTED

- Add Agenda Item 5.5 – Vote to approve Resolution 2024-01 designating the Lycoming County Clerk of Courts as the department to collect and disburse court ordered restitution, reparation, fees, costs, fines and penalties.
- Add Agenda Item 5.6 – Vote to approve the amendment to Policy 107 – Conflict of Interest.

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 12/7/24 to be paid on 1/31/24 in the amount of \$1,436,588.55.

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, January 25, 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 ACTION ITEMS

- 5.1 Kate Kiessler – Vote to approve Agreement with Forensic Pathology Associates (2024 budgeted item).
- 5.2 Kelsey Green – Vote to approve Subrecipient Monitoring Agreement with American Rivers in the amount of \$18,750.00 (2020 Flood Mitigation Assistance funds).
- 5.3 Maleick Fleming – Vote to approve Amendment to Subrecipient Agreement with Jersey Shore Borough (Act 13 Legacy funds).
- 5.4 Jason Yorks – Vote to approve the purchase of AC Drives from Schaedler Yesco Distribution in the amount of \$10,398.29 (2024 budgeted item).
- 5.5 Matthew McDermott – Vote to approve Resolution 2024-01 designating the Lycoming County Clerk of Courts as the department to collect and disburse court ordered restitution, reparation, fees, costs, fines and penalties.
- 5.6 Matthew McDermott – Vote to approve the amendment to Policy 107 – Conflict of Interest.

6.0 COMMISSIONER COMMENT

7.0 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.

8.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, February 8, 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:

- Assessment – Angelique Walters, Clerk III, Full-Time Replacement, \$15.45 per hour, 75 hours per Pay Period, Anticipated Start Date: February 5, 2024.
- District Attorney – Melanie Smith, Assistant County Detective, Part-Time Replacement, \$33.11 per hour, Not to Exceed 1000 hours annually, Anticipated Start Date: February 11, 2024.
- Pre-Release Center – Ruth Kauffman, Resident Supervisor I, Part-Time Replacement, \$18.64 per hour, Not to Exceed 1000 hours annually, Anticipated Start Date: February 5, 2024.
- Prison – Alaynah Grimes, Licensed Practical Nurse, Full-Time Replacement, \$30.00 per hour, 80 hours per Pay Period, Anticipated Start Date: February 19, 2024.
- Prison – Maelynne Johnson, Licensed Practical Nurse, Full-Time Replacement, \$30.00 per hour, 80 hours per Pay Period, Anticipated Start Date: February 11, 2024.
- Prison – Alyssa George, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: February 11, 2024.
- Resource Management Services – Jason Leavenworth, Truck Driver – Transfer Station, Full-Time Replacement, \$20.16 per hour, 80 hours per Pay Period, Anticipated Start Date: February 5, 2024.
- Revision to Human Resources – Tatyana Turner, Senior Human Resources Generalist, Full-Time Replacement, \$20.40 per hour, 75 hours per Pay Period, Anticipated Transfer Date: January 28, 2024.

- Revision to Human Resources – Karen Stopper, Senior Benefits Specialist, Full-Time Replacement, \$25.18 per hour, 75 hours per Pay Period, Anticipated Transfer Date: January 28, 2024.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

Matthew McDermott – Vote to approve the following Salary Board Actions:

- Sheriff's Office – Request to add a Part-Time Clerk III, Paygrade 4.
- Cooperative Extension – Request to approve the following employees for long-term 5% override for vacancy coverage for 4-H instructor responsibility:
 - Andrea MacKenzie
 - Barbara Davenport

