

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
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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, APRIL 18, 2024
10:00 A.M.**

- **Move Personnel Actions listed for the Controller's Office as Informational Items 3.1 - 3.3:**
 - Controller's Office – Jennifer Brown, Administrative Support Staff, Full-Time Replacement, \$17.64 per hour, 75 hours per Pay Period, Anticipated Start Date: April 29, 2024.
 - Controller's Office – Evan Rabinowitz, Accountant I, Full-Time Replacement, \$49,228.32 per year, 75 hours per Pay Period, Anticipated Start Date: April 29, 2024.
 - Controller's Office – Charles Feaster, Internal Auditor, Full-Time Replacement, \$40,884.48 per year, 75 hours per Pay Period, Anticipated Start Date: April 29, 2024.

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
- 1.6 Blaire Prough – 811 Safe Digging Proclamation

2.0 REPORTS

- 2.1 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 4/24/24 to be paid on 4/17/24 in the amount of \$1,243,176.67.

Recess Commissioners' Public Meeting for the Salary Board

3.0 INFORMATION ITEMS

- 3.1 Controller's Office – Jennifer Brown, Administrative Support Staff, Full-Time Replacement, \$17.64 per hour, 75 hours per Pay Period, Anticipated Start Date: April 29, 2024.
- 3.2 Controller's Office – Evan Rabinowitz, Accountant I, Full-Time Replacement, \$49,228.32 per year, 75 hours per Pay Period, Anticipated Start Date: April 29, 2024.

- 3.3 Controller's Office –Charles Feaster, Internal Auditor, Full-Time Replacement, \$40,884.48 per year, 75 hours per Pay Period, Anticipated Start Date: April 29, 2024.

4.0 SALARY BOARD ACTIONS

- 4.1 Convene Salary Board.
- 4.2 Vote to approve 4/4/24 Salary Board Minutes.
- 4.3 Vote to approve the following salary board actions as outlined in Attachment (A).
- 4.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

5.0 PERSONNEL ACTIONS

- 5.1 Michael 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 (B).

6.0 ACTION ITEMS

- 6.1 Mya Toon – Vote to approve Emergency Resolution 2024-05 for the replacement of (203) exterior windows on the 3rd and 4th floor of Third Street Plaza Building in the amount of \$74,860.31 (2024 budget funds available).
- 6.2 Mya Toon – Vote to approve Resolution 2024-06 for the auction of surplus computer equipment which has an estimated value in excess of \$1,000.00.
- 6.3 Mya Toon – Vote to approve Pennsylvania Commission on Crime & Delinquency Subgrant Award Notification for Lycoming-Clinton Co-Responder Initiative in the amount of \$189,762.00 (Pass through grant).
- 6.4 Mya Toon – Vote to approve Amendment to Agreement with Fred Hamm, Inc. (2024 budgeted item).
- 6.5 Mya Toon – Vote to approve Agreement with Lycoming Abstract Co., Inc. (2024 budget funds available).
- 6.6 Jason Yorks – Vote to approve Amendment to Agreement with Highway Equipment & Supply Company (2024 budgeted item).
- 6.7 Jason Yorks – Vote to approve the purchase of a 2024 CAT 305 with a 60” Bucket-Ditching Tilting from Cleveland Brothers in the amount of \$246,943.00 (2024 budgeted item).

- 6.8 Jason Yorks – Vote to approve the purchase of a 2024 CAT 317 Mini Excavator from Cleveland Brothers in the amount of \$68,138.00 (2024 budgeted item).
- 6.9 Jason Yorks/Lauren Strausser – Vote to approve the submission of the 903 County Recycling Coordinator Program grant application to the PA Department of Environmental Protection
- 6.10 Stacey Folk – Vote to approve the following Lycoming County LEPC Membership applications:
- Jeffrey Hunsicker
 - John Harahus
 - Jacob Wentz
- 6.11 Shannon Rossman – Vote to approve the submission of the 901 Municipal Solid Waste Planning grant application to PA Department of Environmental Protection in the amount of \$71,000.00.
- 6.12 Shannon Rossman – Vote to approve the submission of the COVID-19 ARPA Capital Projects Fund Multi-Purpose Community Facilities Program grant application to the PA Department of Community and Economic Development.
- 6.13 John Lavelle – Vote to approve Policy and Procedure for Consultant Selection with PennDOT for the Lawshee Run Culvert Replacement project.

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, April 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)

SALARY BOARD ACTIONS

- Controller's Office – Place Senior Accountant position on long term hold.
- Controller's Office – Add Accountant I position, pay grade 9, effective 4/29/2024. This position being added temporarily until current and future staff meets experience requirements for Accountant II and Sr. Accountant positions for appropriate advancements. At that time this position will be deleted and staff will be moved into other existing positions.
- District Attorney – Remove Temporary Chief County Detective position.

ATTACHMENT (B)

PERSONNEL ACTIONS:

- Human Resources – Limor Hirshberg, Senior Recruitment Specialist, Full-Time Replacement, \$20.97 per hour, 75 hours per Pay Period, Anticipated Start Date: April 29, 2024.
- Pre-Release Center – Dante Bloom, Resident Supervisor I, Full-Time Replacement, \$18.64 per hour, 80 hours per Pay Period, Anticipated Start Date: April 29, 2024.
- Pre-Release Center – Kayla Crawford, Resident Supervisor I, Full-Time Replacement, \$18.64 per hour, 80 hours per Pay Period, Anticipated Start Date: April 29, 2024.
- Prison – Michael Minier, Sergeant, Full-Time Replacement, \$26.72 per hour, 80 hours per Pay Period, Anticipated Transfer Date: April 29, 2024.
- Prison – George Sisley, Sergeant, Full-Time Replacement, \$27.20 per hour, 80 hours per Pay Period, Anticipated Transfer Date: April 29, 2024.
- Resource Management Services – Robert Renwick, Full-Time Replacement, \$20.3322 per hour, 80 hours per Pay Period, Anticipated Transfer Date: April 29, 2024.