

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 MINUTES
THURSDAY, DECEMBER 5, 2024
10:00 A.M.**

Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina, Solicitor Christopher H. Kenyon and Financial Director Mya Toon. Director of Administration and Chief Clerk Matthew McDermott was not present.

ADDITIONS/REVISIONS TO AGENDA NOT PREVIOUSLY POSTED

- Addition to Personnel Actions: Domestic Relations Office- Stephanie Tribble, Director, PG12, \$92,454.0669 per year, 75 hours per pay period, Effective date December 8, 2024.
- Correction to item 5.2 parcel number to 26-012-522

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

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

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 1.5 Public Comment on Agenda Items Only **None**

2.0 REPORTS

- 2.1 Krista Rogers – Vote to ratify accounts payable cash requirement report for invoices due through 12/04/24 to be paid on 11/27/24 in the amount of \$1,874,791.96.

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 2.2 Krista Rogers – Vote to ratify accounts payable cash requirement report for invoices due through 12/11/24 to be paid on 12/04/24 in the amount of \$3,314,336.65

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

Recess Commissioners' Public Meeting for the Salary Board

3.0 SALARY BOARD ACTIONS- - SALARY BOARD MINUTES CAN BE FOUND ON LYCO.ORG>ELECTED OFFICIALS>CONTROLLER

- 3.1 Convene Salary Board.

3.2 Vote to approve the Salary Board minutes from the November 21, 2024 meeting.
Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 4-0

3.3 Vote to approve the following Salary Board Actions:

- Planning and Community Development -Change Clerk IV to Administrative Specialist
- Domestics – Change the following titles:
Clerk III05/Clerk III09/Clerk III10 to Customer Service Specialist
Clerk III 11 to Locate Specialist
Clerk III 12/Clerk III07 to Intake Specialist

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

3.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

4.0 PERSONNEL ACTIONS

4.1 Mike 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 (A).

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

Recess Commissioners' Public Meeting for the Board of Assessment Revisions

5.0 BOARD OF ASSESSMENT REVISIONS

5.1 Convene Board of Assessment Revisions.

5.2 Brooke Wright – Approve/Deny the following real estate refund:

- 26-012-522- Marlyn Newcomer - \$131.11:

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

5.3 Adjourn Board of Assessment Revisions.

Reconvene Commissioners' Public Meeting

6.0 ACTION ITEMS

6.1 Monica Fox – Vote to approve the CDBG FFY 21 Subrecipient Agreement with Albright LIFE Lycoming in the amount of \$50,653.39 (CDBG FFY 21 approved funds)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.2 Monica Fox- Vote to approve the CDBG FFY 23 Subrecipient Agreement with Albright LIFE Lycoming in the amount of \$17,285.00. (CDBG FFY 23 approved funds)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.3 Michael Hnatin – Vote to approve the Agreement with L&L Boiler Maintenance Inc. for professional services. (2024 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.4 Michael Hnatin – Vote to approve the Amendment to the Agreement with Highway Equipment and Supply Company (2024 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.5 Michael Hnatin– Vote to approve the Amendment to the Agreement with Martz Technologies (2024 approved budgeted item)

Mr. Mussina moved to table for 1 week. Mr. Sortman 2nd the motion. Approved 3-0

6.6 Michael Hnatin – Vote to approve the Agreement with Foresman Septic Services in the amount of \$325.00 per month. (2024 approved budgeted item)

Mr. Mussina moved to table. Mr. Sortman 2nd the motion. Approved 3-0

6.7 Michael Hnatin- Vote to approve the contract with USP Lewisburg.

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.8 Mya Toon – Vote to approve the Agreement with Cyber Genetics. (2024 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.9 Mya Toon – Vote to approve the Amendment to the Agreement with Brandon Lusk extending the date of the Agreement to December 31,2025.

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.10 Mya Toon – Vote to approve the Subrecipient Monitoring Agreement with Lycoming County Children & Youth Services. (2024 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.11 Sal Vitko – Vote to approve the Grant Award for the Clinton Township Pinchtown Road project in the amount of \$ 75,000.00. (2024 approved county liquid fuels fund)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.12 Sal Vitko - Vote to approve the Grant Award for the Muncy Borough Carpenter Street Bridge Repair project in the amount of \$52,200.00. (2024 approved county liquid fuels fund)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.13 Sal Vitko - Vote to approve the Grant Award for the Picture Rocks Main Street bridge repair project in the amount of \$31,000.00. (2024 approved county liquid fuels fund)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.14 Sal Vitko – Vote to approve County Liquid Fuels encumbrance for County Bridge 114 repair in the amount of \$60,000.00. (2024 approved county liquid fuels fund)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.15 John Lavelle-Vote to approve the Designation of Agent appointing Mya Toon as County Agent to apply for FEMA public assistance reimbursement associated with the County response to, and recover from Tropical Storm Debby.

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.16 Leslie Kilpatrick- Vote to renew the Clear Pro Gov Law Enforcement Investigator Plus Agreement with Thomson Reuters in the amount of \$2472.96 per year. (2024-2025 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.17 Leslie Kilpatrick – Vote to approve the Agreement with O’Neil Software in the amount of \$4590.00. (2024-2025 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.18 Leslie Kilpatrick – Vote to approve the Data Center Infrastructure lease payment to Dell Financial Services in the amount of \$293,605.47. (2024 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.19 Leslie Kilpatrick – Vote to approve the contracted mail ballot services with NPC in the amount of \$13,949.22. (2024 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.20 Shannon Rossman- Vote to award the bid for Williamsport Levee Cross Pipes Phase 1, pending Agreement, to Coppola Services, Inc.in the amount of \$1,589,000.00. (2024 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

7.0 COMMISSIONER COMMENT

Mr. Sortman thanked the staff for doing a great job cleaning up and plowing the snow, highlighting the cost savings compared to last year.

Mr. Metzger absolutely agreed with Mr. Sortman, saying “They did a great job.”

Mr. Mussina reminded the community to be good neighbors and look out for those who may need extra help with snow plowing or clearing their walkways.

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.

Roger McRae, Montgomery, a former Senior District judge and current member of the Montgomery Area School Board, highlighted an article written by Jenny Johnson in the Sun Gazette on Aug. 20th 2024, regarding the Register & Recorders office. Mr. McRae shared his experience and advocated against moving the Register & Recorder's office.

Mr. Metzger responded that the goal is to work as a team and minimize the financial impact on tax-payers. He mentioned that relocating the Probation office to one area would enhance security, and moving the Register & Recorder office across the street would better serve the public. He highlighted that the Prothonotary needs more records on-site and requires the basement space for this purpose.

Mr. Mussina, expressed that they have been assessing costs and needs, concluding that the best option is to have the Register & Recorder's office with more space in the new location, respectfully.

Mr. Sortman agreed and further elaborated on why the decision was made and expressed that this move also avoids staff having offices in the basement because no one should have their office in a basement.

Mr. Metzger thanked Mr. McRae for his comments.

YOUTUBE COMMENT

None

9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, December 12, 2024, at 10:00 A.M. in the Commissioner's Board Room, 3rd Floor, 33 West Third Street, Williamsport, PA 177

To watch this meeting click on the following link:

<https://www.youtube.com/watch?v=uyXRqj1jNSU>

ATTACHMENT (A)

PERSONNEL ACTIONS:

Domestic Relations – Allison Allen, Clerk III, Pay Grade 4, \$15.4508 per Hour, Not to Exceed 1000 hours annually, Anticipated Transfer Date: December 8, 2024.

Prison – Crystal Stiver, Licensed Practical Nurse, Pay Grade 10, \$30.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: December 9, 2024.

Resource Management – Chris Marshall, Recycling Laborer, Pay Grade 4, \$14.50 per Hour, 80 Hours per Pay Period, Anticipated Start Date: December 9, 2024.

Resource Management – Justin Poust, Equipment Operator, Pay Grade 5, \$20.34 per Hour, 80 Hours per Pay Period, Anticipated Start Date: December 16, 2024.

Soil Conservation – Benjamin Petersen, Erosion & Sediment Control Technician, Pay Grade 9, \$47,153.34 per Year, 75 Hours per Pay Period, Anticipated Start Date: December 16, 2024.

Domestic Relations Office- Stephanie Tribble, Director, Pay Grade 12, \$92,454.0669 per year, 75 hours per pay period, Effective date December 8, 2024.