

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*

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COUNTY of LYCOMING  
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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING MINUTES  
THURSDAY, JUNE 13, 2024  
10:00 A.M.**

**Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina,  
Director Matthew McDermott, and Solicitor Stephen Hartly**

**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 invoices due through June 19, 2024 paid on June 12, 2024 in the amount of \$1,108,814.99.

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

**3.0 INFORMATION ITEMS**

- 3.1 Mya Toon – Acknowledge the County will be requesting bids for the Lycoming County Coroner Building.

- 3.2 Michael Hagen- Elected Officials Personnel Actions:

- DUI Center – David Fizzano, Special Detective DUI Center, Part-Time Replacement, \$25.00 per hour, not to exceed 1000 hours per Year, Anticipated Start Date: June 17, 2024
- Controller – Brianna Martinez, AP / Payroll Specialist, Pay Grade 6, Full-Time Replacement, \$17.8672 per hour, 75 hours per Pay Period, Effective Date: July 1, 2024
- Courts – Yvonne Heller, Magisterial District Court Administrative Supervisor, Pay Grade 6, Full-Time Replacement, \$21.77626 per hour, 75 hours per Pay Period, Anticipated effective Date: July 7, 2024
- Courts – Misti Stebbins, Magisterial District Court Administrative Specialist, Pay Grade 5, Full-Time Replacement, \$17.64 per hour, 75 hours per Pay Period, Effective Date: June 24, 2024

- Courts – Katelyn Fischer, Magisterial District Court Administrative Specialist, Pay Grade 5, Full-Time Replacement, \$16.70 per hour, 75 hours per Pay Period, Anticipated effective Date: June 24, 2024

#### **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 the following real estate tax refunds:
- Stephen & Amber Lehman – 19-002-312 - \$263.97
- 5.3 Adjourn Board of Assessment Revisions.

#### *Reconvene Commissioners' Public Meeting*

#### **6.0 ACTION ITEMS**

- 6.1 Mya Toon - Vote to approve the lease agreement with Horizon Federal Credit Union. (Not a 2024 budgeted item, but funds are available)

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

- 6.2 Mya Toon – Vote to approve the Amendment to the Agreement with Skanska in the amount of \$34,945.00. (2024 approved budgeted item)

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

- 6.3 Mya Toon – Vote to approve the list of contracts approved by the Director of Administration for the month of May 2024.

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

- 6.4 Krista McLaughlin – Vote to approve the Subrecipient Agreement with Lycoming County Care, Inc in the amount of \$250,000.00. (2024 approved budgeted item- ARPA funds)

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

- 6.5 John Lavelle – Vote to approve the Grant Agreement with Loyalsock Township for the Bull Run Pump Station repairs in the amount of \$50,000.00. (2024 approved budgeted item)

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

6.6 Jason Yorks for Lauren Strausser – Vote to approve an update and change to the Landfill Fee Schedule effective August 1, 2024. Increase clean wood waste fee from \$30.00/ton to \$40.00/ton, remove outbound single ground wood material from fee schedule- price to depend on market value.

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

6.7 Jason Yorks – Vote to approve the repair for the Tubgrinder in the amount of \$16,467.14. (2024 approved budgeted item)

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

## **7.0 COMMISSIONER COMMENT**

**Mr. Metzger announced Penn college’s Flag Ceremony tomorrow and Memorial Park’s dedication to the Fighter Jet A16 Intruder Saturday at 11am. Mr. Metzger informed that people will begin to receive information in the mail in the month of July regarding the tax changes that will take effect March 28<sup>th</sup>, 2024; we have been informed that this is a three-year process.**

**Mr. Sortman congratulated the graduates of Loyal sock and all of the graduates of Lycoming County.**

**Mr. Mussina shared the YWCA’s, “A Race Against Racism”, tomorrow at 5pm at Liberty Arena. Mr. Mussina wished the Mouny girls best of luck at the State championship tomorrow at 11am. Mr. Mussina asked the public to check on your neighbors if they are elderly due to the heat wave advisory this coming week.**

## **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.

## **YOUTUBE COMMENT**

*Jacob Stopper: First*

*LycoSecrets: hello County Commissioners*

## **9.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, June 20, 2024, at 10:00 A.M. in the Commissioner’s Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

*To View This Meeting Online Click the Link Below:*

*<https://www.youtube.com/watch?v=rUaQn6W6ff0>*

## ATTACHMENT (A)

### PERSONNEL ACTIONS:

- Pre-Release Center – Matt Coyner, Resident Supervisor I, Union, Full-Time Replacement, \$18.64 per hour, 80 hours per Pay Period, Anticipated Start Date: June 24, 2024
- Department of Public Safety – Jena Rishel, EMA Clerk III, Pay Grade 4, Part-Time Replacement, \$14.58 per hour, not to exceed 1000 hours per Year, Anticipated Start Date: June 17, 2024
- Facilities Management – Tracie Bem, Custodial Worker, ~~Part-Time~~ Full-Time Replacement, \$13.81 per hour, ~~not to exceed 1000 hours per Year~~, 75 hours per Pay Period, Anticipated Start Date: June 24, 2024
- Resource Management Services – Andrew Venema, Equipment Operator, Pay Grade 6, Part-Time Replacement, \$20.34 per hour, ~~75 hours per Pay Period~~, not to exceed 1000 hours per Year, Effective Date: June 24, 2024
- Prison – Justin Witmer, Correctional Officer II, Union, Full-Time Replacement, \$21.48 per hour, 80 hours per Pay Period, Retroactive Effective Date: May 26, 2024