

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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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
THURSDAY, JUNE 20, 2024
10:00 A.M.**

**Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina,
Director Matthew McDermott, and Solicitor Christopher H. Kenyon**

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 BID OPENING

- 2.1 Nicki Gottschall – Open the following bid:
 - Spring Garden Hunting Club Fish Habitat Design Project
 - Lycoming Creek Sportsman's Fish Habitat Enhancement Project

Spring Garden Hunting Club Fish Habitat Design Project		
Company Name	Submitted Amount	Date Submitted
Glenn O. Hawbaker, Inc.	\$48,780.00	6/14/2024
Smith Excavating & Construction	\$24,509.00	6/14/2024
Triple A Services LLC	\$68,000.00	6/12/2024

Lycoming Creek Sportsman's Fish Habitat Enhancement Project		
Company Name	Submitted Amount	Date Submitted
Glenn O. Hawbaker, Inc.	\$49,574.00	6/14/2024
Smith Excavating & Construction	\$24,498.00	6/14/2024
Pro Lawn LLC	\$27,800.00	6/13/2024
Triple A Services LLC	\$56,000.00	6/13/2024
Watson Excavating Inc.	\$30,000.00	6/14/2024

3.0 REPORTS

- 3.1 Krista Rogers – Vote to ratify invoices due through 6/26/24 paid on 6/19/24 in the amount of \$1,741,250.23.

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

4.0 INFORMATION ITEMS

- 4.1 Amy Resh – Lycoming County Library System Update: Comments attached
- 4.2 Kim Wheeler – SEDA CoG Activities Update: Comments attached
- 4.3 Michael Hagen- Elected Officials Personnel Actions:
- Register and Recorder – Paula Miller, Clerk III, 5, Full-Time Replacement, \$16.1728 per hour, 75 Hours per Pay Period, Anticipated Start Date: July 1, 2024
 - Sherriff – Shayna Ragan, Deputy Sheriff, Full-Time, \$22.63 per Hour, 80 Hours per Pay Period, Effective Date: June 10, 2024

Recess Commissioners' Public Meeting for the Salary Board

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

- 5.1 Convene Salary Board.
- 5.2 Krista Rogers – Vote to approve the Salary Board minutes from the May 16.2024 meeting.
- 5.3 Krista Rogers – Vote to approve the following Salary Board actions:
- Human Resources – Delete Human Resources Business Partner position from TDA – pay grade 12 - \$57,310.50-\$85,176.00 -75 hrs. per pay period
 - Human Resources – Senior Benefit Specialist – move from pay grade 8 (\$39,994.50-58,909.50) to pay grade 9 (\$43,660.50-\$64,506.00) – hourly rate \$26.439 – 75 hrs. per pay period - effective date 6/23/2024
 - Human Resources – Senior Human Resources Generalist – move from pay grade 7 (\$18.72/hr.-\$27.54/hr.) to pay grade 8 (\$20.51/hr. to \$30.21/hr.) – hourly rate \$21.42/hr. – 75 hrs. per pay period - effective date 6/23/2024
 - Human Resources – add – Clerk IV position to the TDA – pay grade 5 - \$15.75/hr.-\$18.43/hr. 75 hrs. per pay period
- 5.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

6.0 PERSONNEL ACTIONS

- 6.1 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 (A).

7.0 ACTION ITEMS

- 7.1 Matthew McDermott – Vote to approve the reappointment of Frank Pellegrino to the Williamsport Airport Authority Board for a 5-year term ending on December 31, 2028

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

- 7.2 Matthew McDermott – Vote to approve First National Insurance Agency as County Broker of record.

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

- 7.3 Mya Toon– Vote to approve MOU with West Branch Drug and Alcohol Abuse Commission for treatment of Juvenile probation clients. (2024 approved budgeted item)

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

- 7.4 Mya Toon – Vote to approve MOU with West Branch Drug and Alcohol Abuse Commission for treatment of adult DUI and/or drug offenders. (2024 approved budgeted item)

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

- 7.5 Mya Toon – Vote to approve Agreement with Penrac, LLC. (2024 approved budgeted item)

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

- 7.6 Ken George – Vote to approve Agreement with Monitronics International, Inc. in the amount of \$251,564.14. (2024 approved budgeted item)

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

- 7.7 Ken George– Vote to approve Agreement with Vassallo Engineering & Surveying, Inc. in the amount up to \$32,500.00. (2024 approved budgeted item)

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

- 7.8 Leslie Kilpatrick – Vote to approve the annual renewal of Cisco Smartnet in the amount of \$41,688.68. (2024 approved budgeted item)

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

- 7.9 Leslie Kilpatrick – Vote to approve Amendment to the Windstream Agreement in the amount of \$1,900.90 monthly recurring charges. (2024 approved budgeted item)

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

7.10 Kelsey Green – Vote to approve Designation of Agent Resolution for BRIC '22.

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

7.11 Jason Yorks – Vote to approve to Reline/Rebuild Baler in the amount of \$115,232.40. (2024 approved budgeted item).

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

7.12 Matthew McDermott – Vote to approve MOU with the Joinder for utilization of the Partnership Health Center Lycoming County

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

8.0 COMMISSIONER COMMENT

Mr. Mussina alerted to the public to keep pets in mind such as walking your dog's earlier or later, due to the heat wave the sidewalks get extremely hot.

Mr. Metzger agreed with Mr. Mussina and added that the asphalt gets up to 160 degrees which burns their paws and we forget the affect it has on our pets; continue to check on your neighbors and keep your pets safe.

Mr. Sortman reiterated the theme of cost savings and efficiency in our county: the healthcare center, upgrades to phone service, broker of record and employees taking on more responsibilities but all of these ultimately saving the county money.

Mr. Sortman thanked Leslie for her great work and mentioned how we are reinvesting in areas such as technology which stream-lines the administration and will save the taxpayers in the long-term. Mr. Sortman thanked the previous board including Mr. Metzger who started us on the path of cost savings, the staff for their support and director Matt McDermott for driving the change, which is no easy task.

Mr. Metzger stated that it is important to continue the work and stay on the path as we continue to renovate and make the administration more efficient. We are maximizing our tax dollar to the best of our capability so that it is advantageous to the tax-payer.

Mr. Mussina stated we are not slashing costs just to slash as that would be reckless, we are intelligently adjusting our costs where we can so we may invest in areas that have gone up such as tech. Mr. Mussina quoted Mr. Metzger, "we are one people".

9.0 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.

Tony Cooper, South Williamsport- Asked which 3 citizens are part of the Prison Board. He suggested that a member of the public defender's office be part of the Prison Board however the language in the requirements to apply states, county employees may not be part of the Prison Board.

Solicitor Christopher Kenyon stated he would look into it to respond to Mr. Cooper.

Sheriff Mark Lusk clarified how we are doing PT on applicants after they complete their background checks before entering the Academy to ensure that we do not waste resources which ultimately drives cost savings as well.

YOUTUBE COMMENT: None

10.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, June 27, 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 Click the Link Below:

<https://www.youtube.com/watch?v=HMgiOb7SU9Q>

ATTACHMENT (A)

PERSONNEL ACTIONS:

- Pre-Release Center – Quentin Furguson, Resident Supervisor I, Union, Full-Time Replacement, \$18.64 per hour, 80 hours per Pay Period, Anticipated Start Date: July 1, 2024
- Resource Management Services – Luke Springman, Equipment Operator, 5, Part-Time Replacement, \$18.00 per hour, not to exceed 1000 Hours per Year, Anticipated Start Date: June 24, 2024
- 9-1-1 Center / Department of Public Safety – Adam Malek, Telecommunicator I Trainee, 7, Full-Time Replacement, \$18.72 per hour, 80 Hours per Pay Period, Anticipated Start Date: July 8, 2024
- 9-1-1 Center / Department of Public Safety – Michael Fitzwater, Telecommunicator I Trainee, 7, Full-Time Replacement, \$18.72 per hour, 80 Hours per Pay Period, Anticipated Start Date: July 8, 2024
- 9-1-1 Center / Department of Public Safety – Monica Ivankina, Telecommunicator I Trainee, 7, Full-Time Replacement, \$18.72 per hour, 80 Hours per Pay Period, Anticipated Start Date: July 8, 2024
- Planning – Maleick Fleming, ~~Communication~~ Community and Economic Development Planner, 9, Full-Time, \$47,488.1706 per Year, 75 Hours per Pay Period, Anticipated Effective Date: June 23, 2024
- Planning – Kelsey Green, Hazard Reduction Effective Planner, 9, Full-Time, \$51,814.931532 per Year, 75 Hours per Pay Period, Anticipated Effective Date: June 23, 2024

Amy Resh, James V. Brown Library, CEO- Comments

Good Morning, Commissioners and Director,

Thank you for giving me time on the agenda today

Amy Resh, System Administrator of the Lycoming County Library System and Chief Executive Officer and Director of the James V. Brown Library.

Thank you to the County Commissioners for their continued support of Library service. Patrons love library service in our County. From January 1 – May 31, 2024:

- Increase of 17% in-person visits
- Increase 5% physical material checkouts
- Increase 60% website views and visits
- Increase 14% wifi usage
- Increase 20% in ebook, eaudio and emag
- Increase 6% computer usage
- 45% of county residents have a library card, up 5%, with the goal of 50%

Increases in almost every category and area; in your packet, include the marketing report with this data, a books bus diorama, a Book comic explaining intralibrary delivery, and the summer learning paper.

As mentioned earlier this year, the System's summer learning 2024 theme is "Adventure begins at your library"! Every member library is hosting a visit from Forgotten Friends Reptile Sanctuary. We're also all collaborating on a trip to Rider Park for a fun day. We're all hosting a touch-a-truck event featuring our outreach vehicles. The System will host a skating party at Trout Run Park.

Libraries are so much more than just books; they're community centers, learning hubs, activity havens, and places we can all feel welcomed and accepted.

In the pamphlet I shared, each member library included details about their library. Some of the highlights are:

Hughesville Area Public Library has seen outstanding turnouts for children's STEM activities this spring. On June 17, they released over 100 trout that were raised in the Library. This project was a collaboration between the Library, East Lycoming High School, the Susquehanna chapter of Trout Unlimited, the Consolidated Sportsmen of Muncy Creek, and the Lycoming County Conservation District.

James V. Brown Library hosted its Summer Learning Kickoff Festival on June 15- welcoming over 400 people! Attendees signed up for library cards and their passport to adventure summer learning logs. Had a meet and greet with princesses and heroes, watched a live band, received caricature sketches, and had tasty treats from a local food tent. The library's number of passports increased by 40% in May over the 2023 number and patrons are grateful for the service. Every day during the summer there is something the residents of Lycoming County can do with their library card.

Jersey Shore Area Public Library is being heavily used by patrons with a 30% increase in in-person visits when compared to this time last year. Wi-Fi uses are up 22% from last year.

Highlights at Dr. W.B. Konkle Memorial Library included a program about "Knots, Bends and Hitches" for children 9 years and older; a Teen Game Night, and adults had a workshop to make Lego roses for Valentine's Day. All of these programs increased the number of people who visited the library.

Montgomery Area Public Library welcomed its new library bunny, Monty, in April. Patrons are encouraged to read and visit with him.

Muncy Public Library received \$1,000 from BLaST to support our Remake Learning Days, which included Ridiculous Nicholas, an interactive We're Going on a Bear Hunt Storytime, and a Toddler STEM program.

There is something for everyone of all ages at the library. We can do this work in part because the County supports library service. And for that, we thank you.

I want to thank the following trustees for attending today; John Confer, from the James V Brown Library Board; Larry Stout from the Montgomery Area Public Library and Commissioner Mussina

Do you have any questions about the system or library services?

Thank you again for your time, and we hope to see you at one of our libraries soon.

Kim Wheeler, SEDA-COG, Executive Director-Comments

“SEDA-Council of Governments enhances the quality of life and economic advantage for residents and businesses in 11 central Pennsylvania counties through its vital partnerships and initiatives.”

Talking Points:

SEDA-COG is a regional multi-county council of governments that serves 11 counties in central PA. We serve as an extension of county governments to provide expertise and service to communities, businesses, institutions, and residents.

Governed by a Board made up of 11 County Commissioners and 11 non-Commissioner members.

Fun Facts: 294 municipalities, 4 cities, 76 boroughs, 213 townships, 1 town

There are 6 other regional organizations like SEDA-COG in PA that cover the 52 counties of the Appalachian Region in our State. All of them have some similar core functions, but we are all a little different depending on the needs of the region.

SEDA-COG Services fall into four (4) buckets:

Business Services, Community, Residential and Transportation Planning Services.

Some of the most important things that SEDA-COG does for its member counties is funnel federal funds into the region, find ways to leverage those funds to make the greatest impact in your communities.

We also act as a shared service by hosting expertise that doesn't exist at the county or local level and that can be provided across many jurisdictions....

In 2023:

SEDA-COG's Business Services Programs assisted Lycoming County business with: Apex Accelerator / PTAC

Helping companies do business with the government.

- 60 businesses were assisted and \$6.942M in government contracts were procured.
- This program has the greatest financial impact in Lycoming County out of all of SEDA-COG programs
- See talking points (page 1)

- Assisting companies with government vendor registrations so they can sell to government agencies at the federal, state, and local levels
- Evaluating the potential of different government markets;
- Clarifying government procurement requirements and bid opportunities;
- Assisting with the Commonwealth of PA Small Business certification process;
- Assisting with the Commonwealth of PA Invitation to Qualify (ITQ) and COSTARS programs.
- Generally, Acting as a link between small business and prime contractors.

SEDA-COG's Export Development Program was able to assist ten businesses in Lycoming County with preparations for potential exporting of goods overseas

Working with those 10 clients amounted to **\$3,876,918** in exports and \$12,606 in GAP Award

- Pennsylvania operates one of the country's most robust and comprehensive international business development programs boasting 13 overseas trade consultants covering over 44 markets and ten local offices across the state.
- We assist businesses with market research, product compliance, export licensing, documentation, shipping, and much more.

If you are aware of any businesses interested in learning more about the global export business, please be in contact

SEDA-COG's Business Finance Department was able to lend \$132,000 through SBA loan program

Provides businesses locating or expanding with low-interest loans that have long terms, fixed rates, low down-payments, and helps spread the bank's risk.

SEDA-COG has several RLF's and has access for SBA and other federally-backed loan programs

Lycoming County businesses and banking institutions do not utilize SEDA-COG's financing programs to the degree that they could. We will make sure this program has more visibility in Lycoming County this upcoming year...

SEDA-COG's Economic Development Program assisted with securing over **\$2,555,000** in grants
See page 3 for details

Residential Services

SEDA-COG has quite a bit of work within our residential services division here in Lycoming County focusing on ensuring that residents can remain housed affordably in your communities. In 2023, The SEDA-COG Housing Rehabilitation Program rehabbed 6 homes under the HUD HOME grant program in Jersey Shore and S Wmpt investing \$284,884. These grants are awarded to income qualified HH in need of code compliance upgrades as well as other accessibility, utility, and removal of dangerous materials such as lead and radon.

With regards to home weatherization also for income-qualified HH, SEDA-COG crews completed 13 homes with an investment of \$83,161 from State Wx and LIHEAP funds to help weatherize homes in need.

In both the Wx and Housing Rehab Program, we have limited scope here in Lycoming County because the majority of this work is being done by STEP as your Community Action Agency. We just fill in around the edges with additional assistance in certain communities and with a few very specific funding sources.

The largest investments we have in housing here in Lycoming County are the three senior affordable housing complexes: 2 in Montoursville - Parkside Manor and Mill Race Commons, and Grove Street Commons in the City of Williamsport. Between the three complexes, there are a total of 92 units available for affordable senior housing and it generates a county tax revenue of \$117,473.

Community Services

Shifting to Community Services, SEDA-COG staff provided services through the CDBG program and the ARPA assist program in 2023.

- CDBG: We assist communities through planning, development, design, funding, and construction of much needed public infrastructure projects.
- Approx. \$1.1M of CDBG funds were expended in Lycoming County in 2023 – see project listing on 2nd page
- highlight projects on 4th page of activity report.
- As you are aware, SEDA-COG staff are also providing assistance with the administration of the county's ARPA funds

Flood Resiliency – In 2023, we helped facilitate 1 project for the Greater Williamsport Levee Rehabilitation Project, EDA project funds

Community Revitalization – grant writing and TA, beginning a relationship within the county to assist in more ways. Held a Regional Forum in June of 2023 to discuss county needs, grants, project development, and other topics

Information Technology – provide website tech support to Old Lycoming Township.

And finally, although we do not provide direct Transportation Planning services because Lycoming has its own MPO – WATS, we do partner from time to time with WATS due to the adjacency and overlap of our work, most notably with the CSVT planning and impact studies and reports along the Rte 15 corridor and EV Charging Station planning.

Joint Rail Authority – LVRR Lycoming Valley Railroad.
Jersey Shore through Williamsport to Muncy
17,900 carloads per year
41 customers

In conclusion, SEDA-COG is grateful to be able to utilize all of our service areas in Lycoming County and I am happy to present that for every \$1 that Lycoming County invested in SEDA-COG in 2023 \$282 dollars were invested back into this county through our programs, services, and funding resources we were able to procure and/or administer.