

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, JULY 11, 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 REPORTS**

- 2.1 Krista Rogers – Vote to ratify invoices due through 7/10/24 paid on 7/3/24 in the amount of \$2,904,849.84

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

- 2.2 Krista Rogers - Vote to ratify invoices due through 7/17/24 paid on 7/10/24 in the amount of \$1,817,668.77

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

**3.0 INFORMATION ITEMS**

- 3.1 Jason Yorks – Acknowledge the County will be requesting bids for Landfill Gas well drilling at Lycoming County Resource Management Services.
- 3.2 Michael Hagen – Elected Officials Personnel Actions as outlined in Attachment (A).

***Recess Commissioners' Public Meeting for the Salary Board***

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

- 4.1 Convene Salary Board.
- 4.2 Krista Rogers – Vote to approve the June 20, 2024 Minutes
- 4.3 Krista Rogers – Vote to approve the following salary board actions:

- DPS 911 Center - Grade Increase: Rachel Cortright, currently Telecommunicator I PG7 (\$18.72- \$27.54), changing to Telecommunicator II and increasing to PG 8 (\$20.51 - \$30.21)
- Assessment and Tax Claim - TDA Action: Remove Clerk III, PG4 (\$14.44 - \$21.08)
- Prothonotary – remove Deputy Clerk of Courts, PG 8 (\$20.51-\$30.21) from the TDA and retitle 1<sup>st</sup> Deputy, PG9 (\$22.39-\$33.08), 75 hours per pay period, with an effective date of 7/27/2024.
- Prothonotary – remove Assistant Superintendent Clerk of Courts, PG8 (\$20.51-\$30.21) from the TDA and retitle 2<sup>nd</sup> Deputy, PG8 (\$20.51- \$30.21), 75 hours per pay period, with an effective date of 7/27/2024
- District Attorney – Remove one ADA position from the TDA (\$62,315 plus 3. % yearly) (currently 2 vacancies)
- Add to TDA 1 Paralegal paygrade 7 \$18.72 - \$27.54
- Add to TDA 1 Clerk IV paygrade 5 \$15.75-\$22.98

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).

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

#### **6.0 ACTION ITEMS**

6.1 Ashley Harman – Vote to approve Amendment to Agreement with Avenu Enterprise Solutions for a one-year extension of services.

**Mr. Metzger motioned to table this action item until next week's public meeting.**

**Mr. Mussina 2<sup>nd</sup> the motion. Mr. Sortman approved the motion. Approved 3-0**

6.2 Nancy Schenck –. Vote to approve the Agreement with Summit School, Inc. Academy – Summit Academy. (2024 approved budgeted item)

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

6.3 Nancy Schenck– Vote to approve the Agreement with Community Specialist Corp., The Academy. (2024 approved budgeted item).

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

- 6.4 Tracy Hass Ungard -Vote to approve the Agreement for the FY 24/25 Lycoming County State Food Purchase Program Plan of Operation and Member Agency.  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 6.5 Mya Toon – Vote to approve the Bill of Sale for the Surplus Property in the amount of \$3,900.00.  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 6.6 Mya Toon – Vote to approve the list of contracts approved by the Director of Administration for the month of June 2024.  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 6.7 Mya Toon – Vote to approve the Amendment to the Subrecipient Agreement with Lycoming County United Way for the HAP Program in the amount of \$11,500.00.  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 6.8 Mya Toon – Vote to approve the selection for the Lycoming Creek Sportsman Club CAP project bid with Smith Excavating Construction in the amount of \$24,498.00. (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 selection for the Spring Garden Hunting Club CAP project bid with Smith Excavating construction in the amount of \$24,509.00. (2024 approved budgeted item).  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 6.10 Jenny Picciano – Vote to approve MOU with Pennsylvania College of Technology for the River Walk Extension.  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 6.11 Jamie Shrawder – Vote to approve FFY 22 CDBG subrecipient agreement with the YWCA Northcentral PA in the amount of \$111,700.00 (2024 approved budgeted item).  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 6.12 Maleick Fleming – Vote to approve the 2020-2021 PHARE Amendment to the Subrecipient Monitoring Agreement with Greater Lycoming Habitat for Humanity.  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**
- 6.13 Maleick Fleming - Vote to approve the 2021-2022 PHARE Amendment to the Subrecipient Monitoring Agreement with Greater Lycoming Habitat for Humanity.  
**Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0**

6.14 John Lavelle – Vote to approve MOU with Jersey Shore Borough for Lawshee Run Culvert initiative. (2024 approved budgeted item)

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

6.15 Jason Yorks – Vote to approve the Amendment to the Pace Analytical Services LLC contract.

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

6.16 Jason Yorks – Vote to approve the replacement of the exhaust system of the 2008 Mack CXU 818 in the amount of \$14,516.73. (2024 approved budgeted item)

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

6.17 Jason Yorks – Vote to approve the Agreement with Foresman Septic Services. (2024 approved budgeted item)

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

6.18 Leslie Kilpatrick – Vote to approve the Agreement with First Choice Business Solutions. (2024 approved budgeted item)

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

## **8.0 COMMISSIONER COMMENT**

**Mr. Metzger gave a special thanks to former Commissioners Ernie Larson and Tony Mussare for their years of service to the county and for joining the audience at the new location. Mr. Metzger expressed his appreciation for the 34 years at the prior location and shared his excitement; we look forward to serving the public more efficiently. Mr. Metzger thanked Horizon Federal Credit for being so gracious and patient in working with us while we completed the move; he wished Justin and his staff the best in their new building.**

**Mr. Sortman thanked the previous board for their decision on the move and expressed that he's happy to be able to save the taxpayers money. Mr. Sortman stated that he's excited to be part of the move and to be operating more streamlined; he thanked all the departments for their great work.**

**Mr. Mussina agreed and stated that he is happy to be part of the new era, is happy with the change and hopes the public enjoys it as well. Mr. Mussina also thanked the previous board on their great work and commended their decision to move; now that we are at the new location and closer to each other we will have better workflow.**

### **YouTube Public Comment**

*JD Digger: New meeting broadcast format sucks*

## **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, stated that he misinterpreted the law regarding the last prison board meeting and asked that the Commissioners consider adding a citizen advisory board; this would be advantageous to consider doing since it will not cost the county anything and it will only yield more accountability and transparency for the county.

Tom Adams, Williamsport, shared various topics such as America needing a revival. Read Chronicles 7:14 and Psalm 34:8 for those who do not believe in Christ. He reminded the public of the Community Awareness event on July 23<sup>rd</sup> at Pennstate College and expressed that we already have a great community and how all we need to do is love each other as Jesus did.

Larry Stout, Montgomery, Congratulated the Commissioner's and Director on the successful move and acknowledged Clyde Keeling, founder of Reptile Land for opening his doors on this day, July 11<sup>th</sup> 1964; Reptile Land is now celebrating its 60<sup>th</sup> Anniversary. He also suggested to add the Lycoming County flag to the Public Meeting Room.

## **10.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, July 18, 2024, at 10:00 A.M. in the Commissioner's Board Room, 3<sup>rd</sup> Floor, 33 West Third Street, Williamsport, PA 17701.

*To view this meeting, click on the link below*

*<https://www.youtube.com/watch?v=bQDLCb6AQ0s>*

## ATTACHMENT (A)

### INFORMATIONAL ITEMS

Courts, DJ Biichle Jenna Romano, Magisterial District Court Administrative Specialist, 5, Full-Time Replacement, \$17.955 per Hour, 75 Hours per Pay Period, Anticipated Start Date: July 22, 2024. (Candidate's offer was rescinded due to not meeting pre-employment requirements).

Sheriff – Marc Storms, Deputy Sheriff, DS, Full-Time, \$21.63, 80 hours per Pay Period, Anticipated Start Date: August 12, 2024

~~Prothonotary Request to change the title of the following positions, Effective Date: July 27, 2024.~~ (This item was mistakenly included in the informational section and should be included as a Salary Board item).

- ~~• Deputy Clerk of Courts to 1<sup>st</sup> Deputy~~
- ~~• Assistant Superintendent Clerk of Courts to 2<sup>nd</sup> Deputy~~

~~Prothonotary Request to change Paygrade for the following position, Effective Date: July 27, 2024.~~ (This item was mistakenly included in the informational section and should be included as a Salary Board item).

- ~~• Deputy I, PG 8 to Deputy I, PG 9~~

~~District Attorney Request to remove the following positions, Effective Date: July 12, 2024~~(This item was mistakenly included in the informational section and should be included as a Salary Board item).

- ~~• Assistant District Attorney~~

~~District Attorney Request to add the following positions, Effective Date: July 12, 2024:~~ (This item was mistakenly included in the informational section and should be included as a Salary Board item).

- ~~• Paralegal, Paygrade 7, 75 hours per pay period~~
- ~~• Clerk IV, Paygrade 5, 75 hours per pay period~~

**ATTACHMENT (B)**

**PERSONNEL ACTIONS:**

DUI Center / District Attorney – Dalton Lovell, Special Detective – DUI Center, DA, Part-Time Replacement, \$25.00 per Hour, not to exceed 1000 hours annually, Anticipated Start Date: July 15, 2024

Pre-Release Center – Wayne Pfleegor, Driver, Part-Time Replacement, \$18.64 per Hour, Union, not to exceed 1000 hours annually, Anticipated Start Date: July 15, 2024

Pre-Release Center – April Marshall, Resident Supervisor I, Union, Full-Time Replacement, \$18.64 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 15, 2024

Pre-Release Center – Colleen Donovan, Resident Supervisor I, Union, Full-Time Replacement, \$18.64 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 15, 2024

Prison – Courtney Pinesley, Corrections Officer, Union, Full-Time Replacement, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 15, 2024

Resource Management Services – Charles Morehart, Truck Driver – Transfer Station, 6, Full-Time Replacement, \$19.26 per Hour, 80 Hours per Pay Period, Anticipated Transfer Date: July 21, 2024

Facilities Management – Brandon Hull, Maintenance III / HVAC, Full-Time Replacement, \$29.40 per Hour, 75 Hours per Pay Period, Anticipated Start Date: July 22, 2024

9-1-1 Center / Department of Public Safety – Rachel Cortright, Telecommunicator II, 8, Full-Time, \$21.26229 per hour, 80 Hours per Pay Period, Effective Date: June 9, 2024