

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 AGENDA  
THURSDAY, OCTOBER 24, 2024  
10:00 A.M.**

**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

**2.0 BID OPENING**

- 2.1 Krista Rogers – Open the following bid:
  - Williamsport Cross Pipe Rehabilitation Project Phase 2

**3.0 REPORTS**

- 3.1 Krista Rogers – Vote to approve accounts payable cash requirement report for invoices due through 10/30/24 to be paid on 10/23/24 in the amount of \$1,414,626.08.

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

**4.0 SALARY BOARD**

- 4.1 Convene Salary Board.
- 4.2 Vote to approve October 17, 2024, Salary Board minutes.
- 4.3 Vote to approve the following salary board actions:
  - Prison (Bail Release) - Move Bryssa Dunkleberger from pay grade 8 to pay grade 9 effective May 1, 2024 due to successful completion of training.
- 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 (A).

## **6.0 ACTION ITEMS**

- 6.1 Forrest Lehman –Vote to approve the Change Order #4 with H & P Construction in the amount of \$16,730.00 for ADA Polling Place construction at the Clinton Township Volunteer Fire Company. (2024 approved budgeted item)
- 6.2 Michael Hagen – Vote to approve the revisions to the following Lycoming County Policy and Procedures:  
# 504 – Travel & Business-Related Expense Policy  
# 711 – Communication Device Policy  
# 1307 – Procurement Card Policy
- 6.3 Michael Hagen – Vote to award the bid for the compensation study to CBIZ Compensation Consulting in the amount of \$114,995.00. (2024 approved budgeted item)
- 6.4 Stacy Folk – Vote to approve the following Lycoming County LEPC Membership Applications:
- Kenneth Smith
  - Sam Aungst
  - Jeff Passerello
  - Joseph Miller
- 6.5 Kelsey Green – Vote to approve the 2025 Community Clean Water Action Plan Coordinator Grant Application to the PA Department of Environmental Protection in the amount of \$100,000.00. (2024 approved budgeted item)
- 6.6 Kelsey Green– Vote to approve the 2025 Countywide Action Plan Implementation grant application to the PA Department of Environmental Protection in the amount of \$492,447.40. (2024 approved budgeted item)
- 6.7 Jenny Picciano– Vote to ratify the 2023/2024 Pennsylvania Housing Affordability and Rehabilitation Enhancement Grant Agreement with Pennsylvania Housing Finance Agency in the amount of \$1,300,000.00. (2024 approved budgeted item)
- 6.8 Monica Fox- Vote to approve the Amendment to the Subrecipient Agreement with the South Williamsport Borough CDBG FFY21. (CDBG FFY21 funds)
- 6.9 Leslie Kilpatrick– Vote to approve the Vertiv Agreement with E-Plus in the amount of \$7,380.44. (2024 approved budgeted item)
- 6.10 Leslie Kilpatrick – Vote to approve the 3-year subscription renewal with Netwrix in the amount of \$38,874.06. (2024 approved budgeted item)

- 6.11 Leslie Kilpatrick – Vote to approve the Subscription Renewal with Marco in the amount of \$37,415.00 for the Multi Factor Authentication Software. (2024/25 approved budgeted item)
- 6.12 Mya Toon – Vote to ratify the Grant Award for the Lycoming County Jail based program in the amount of \$103,000.00.
- 6.13 Mya Toon – Vote to approve the Subrecipient Agreement with Lycoming County United Way in the amount of \$195,505.00
- 6.14 Mya Toon – Vote to approve the Emergency Management Performance Grant Agreement for the FFY 2024 in the amount of \$60,498.00.
- 6.15 Mya Toon – Vote to approve the Amendment to the Agreement with Geo Drug Testing for a price increase of .45 cents per test for confirmation testing. (2024 approved budgeted item)
- 6.16 Matthew McDermott – Vote to ratify the Luminare Administrative Services and Stop Loss Aetna Agreement 2025.

**8.0 COMMISSIONER COMMENT**

**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.

**10.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, October 31, 2024, at 10:00 A.M. in the Commissioner’s Board Room, 3<sup>rd</sup> Floor, 33 West Third Street, Williamsport, PA 17701.

## ATTACHMENT (A)

### **PERSONNEL ACTIONS:**

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:

Prison – Rion Withers, Correctional Officer, Union, \$20.00 per Hour, 80 Hours per Pay Period Anticipated Start Date: November 4, 2024.

Resource Management – Thomas Fuller, Recycling Laborer, 4, \$14.50 per Hour, 80 Hours per Pay Period, Anticipated Start Date: October 28, 2024.

Resource Management – Ben Uccello, Equipment Operator, 5, \$18.00 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: October 28, 2024.

9-1-1 Center – Megan Strassner, Telecommunicator I, 7, \$19.656 per Hour, 80 Hours per Pay Period, Effective Date: October 27, 2024

9-1-1 Center – Adam Malek, Telecommunicator I, 7, \$19.656 per Hour, 80 Hours per Pay Period, Effective Date: October 27, 2024

9-1-1 Center – Mark Miller, Communications Supervisor, 9, \$27.66786 per Hour, 80 Hours per Pay Period, Anticipated Transfer Date: November 10, 2024.

Juvenile Probation – Matthew Yonkin, Chief Juvenile Probation Officer, 12, \$81,140.387 per year, 75 hours per Pay Period, Anticipated Start Date: October 13, 2024.