

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 3, 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 REPORTS**

- 2.1 Krista Rogers – Vote to approve accounts payable cash requirement report for invoices due through 10/9/24 to be paid on 10/2/24 in the amount of \$1,957,151.15.
- 2.2 Krista Rogers – Vote to approve the credit card cash requirement report of purchases from 8/27/24 through 9/26/24 in the amount of \$9,789.70

**3.0 INFORMATION ITEMS**

- 3.1 Michael Hagen – Elected Official Personnel Actions:
  - Sheriff – John Ottaviano, Sheriff Deputy, DS, Full Time, \$15.75 per hour, 75 Hours per Pay Period, Anticipated Start Date: October 14, 2024.

*Recess Commissioners' Public Meeting for the Salary Board*

**4.0 SALARY BOARD**

- 4.1 Convene Salary Board.
- 4.2 Vote to approve the Salary Board minutes from the September 26, 2024 meeting.
- 4.3 Vote to approve the following Salary Board Actions:
  - District Attorney -Delete Full Time Clerk III from the TDA
  - District Attorney – Add Part Time Project Coordinator to the TDA
- 4.4 Adjourn Salary Board.

*Reconvene Commissioners' Public Meeting*

## **5.0 PERSONNEL ACTIONS**

- 5.1 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).

### *Recess Commissioners' Public Meeting for the Board of Assessment Revisions*

## **6.0 BOARD OF ASSESSMENT REVISIONS**

- 6.1 Convene Board of Assessment Revisions.
- 6.2 Brooke Wright – Approve the following real estate tax refunds:
- 40-393-112.11 – Muncy Pharmacy DST - \$1556.57
  - 41-352-114.G – Target Co - \$14,750.21
  - 24-249-152 – A&J Bower LLC - \$92.62
  - 47-205-112-003 – Fisher Mining Co - \$6.19
  - 47-205-112.M – John & Kathleen Panatalone - \$83.61
  - 47-225-107-002 – Jack R Miller Sr - \$53.38
  - 47-225-107-016 – Michael Warfel - \$3.96
  - 47-225-107-019 – Ed & Jeanine Sampsell - \$52.70
  - 47-225-107-020 – Donald Hickernell - \$52.99
  - 47-225-107-021 – Brent Weber - \$25.66
  - 31-306-105 – Sharon Welshans - \$130.45
- 6.3 Adjourn Board of Assessment Revisions.

### *Reconvene Commissioners' Public Meeting*

## **7.0 ACTION ITEMS**

- 7.1 Kristen McLaughlin – Vote to approve the Subrecipient Agreement Amendment #2 with Duboistown Borough in the amount of \$177,664. (2024 approved ARPA Funds)
- 7.2 Kristen McLaughlin – Vote to approve the Subrecipient Agreement Amendment #1 with Tiadaghton Valley Municipal Authority in the amount of \$250,000.00. (2024 approved ARPA Funds)
- 7.3 Jamie Shrawder– Vote to approve the CDBG FFY 2021 budget revision and submission to the Pennsylvania Department of Community and Economic Development. (Reallocation of CDG FFY 21 funds)

- 7.4 Shannon Rossman – Vote to approve the PA DEP Consent Order to complete the 5 County Solid Waste Plan.
- 7.5 Shannon Rossman – Vote to approve Resolution 2024-20 to complete the 5 County Solid waste Plan.
- 7.6 Mya Toon - Vote to award the bid for the ADA ramp replacement to C.K. Manufacturing LLC in the amount of \$52,764.00. (2024 approved budgeted item)
- 7.7 Mya Toon – Vote to approve the Agreement with Susquehanna Valley CASA in the amount of \$9,200.00. (2024 approved budgeted item)
- 7.8 Mya Toon – Vote to approve the Agreement with Three + One pending final legal review. (2024 approved budgeted item)

**10.0 COMMISSIONER COMMENT**

**11.0 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.

**12.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, October 10, 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:**

Pre-Release Center – April Marshall, Work Crew Foreman, Union, Full-Time, \$21.7406 per Hour, 80 Hours per Pay Period, Anticipated Transfer Date: October 13, 2024.

Human Resources – Awhbree Friday, Clerk IV, 5, Full-Time, \$15.75 per hour, 75 Hours per Pay Period, Anticipated Start Date: October 14, 2024.