

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

Telephone (570) 320-2124
Fax (570) 320-2127

COUNTY of LYCOMING
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

www.lyco.org
county.commissioners@lyco.org

**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, DECEMBER 19, 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 in the City of Williamsport

3.0 REPORTS

- 3.1 Krista Rogers – Vote to approve accounts payable cash requirement report for invoices due through 12/31/24 to be paid on 12/18/24 in the amount of \$3,489,107.66.

4.0 INFORMATION ITEMS

- 4.1 Chris Strand – Update on White Deer Golf Course
- 4.2 Michael Hagen - DA Office -Assignment of Special County Detectives as Roving DUI Patrols.

Recess Commissioners' Public Meeting for the Salary Board

5.0 SALARY BOARD

- 5.1 Convene Salary Board.
- 5.2 Vote to approve the Salary Board minutes from the December 12, 2024 meeting.
- 5.3 Vote to approve the following Salary Board Actions:
 - Sheriff – TDA Title Changes – No pay grade changes:

Administrative Specialist to Office Manager

Clerk IV to Administrative Specialist Supervisor Civil Process Clerk III
Administrative Specialist – License to Carry/Receptionist
Clerk III to Administrative Specialist - Real Estate
Clerk III to Administrative Specialist – PFA & Personal Property
Clerk III to Administrative Specialist – Warrant Control
PT Clerk III Administrative Specialist – Warrant Control/LTC

Add Clerk III Administrative Specialist – Real Estate, PG4 (This was previously removed in October in anticipation for the 2025 budget, agreed at budget meeting with Sheriff Lusk)

Re add Clerk III (Administrative Specialist – License to Carry/ Receptionist – listed above) that had been removed in TDA cleanup on 10/31/2024 (removed in error due to a clerical error in January 2024)

- Public Defender
2nd Deputy Public defender, \$85,000.00 starting salary to be increased to \$90,000.00 after death penalty case certification is earned (if not held when hired)

Add Clerk III, PG 4

5.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

6.0 PERSONNEL ACTIONS

- 6.1 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).

7.0 ACTION ITEMS

- 7.1 Monica Fox -Vote to approve the CDBG FFY 2022 budget revision and submission to the PA Department of Community and Economic Development with Montoursville Borough in the amount of \$1,837.30. (2024 approved budgeted item – reallocation of CDBG FFY 22 funds for Montoursville curb cuts)
- 7.2 Monica Fox – Vote to approve the CDBG FFY 2023 Subrecipient Agreement with Montoursville Borough in the amount of \$88,002.00. (SDBG FFY 23 funds for Montoursville curb cuts)
- 7.3 Kristin McLaughlin – Vote to approve the Amendment to the Agreement with the Williamsport Municipal Water Authority extending the termination date from 12/31/24 to 12/31/25. (2024 approved ARPA budgeted item)

- 7.4 Kristin McLaughlin – Vote to approve the Subrecipient Agreement Amendment #2 with Williamsport Sanitary Authority extending the termination date from 12/31/24 to 12/31/25. (2024 approved ARPA budgeted item)
- 7.5 Kristin McLaughlin– Vote to approve the Subrecipient Agreement Amendment # 2 with Montoursville Borough extending the termination date from 12/31/24 to 12/31/25. (2024 approved ARPA budgeted item)
- 7.6 Kristin McLaughlin– Vote to approve the Subrecipient Agreement Amendment # 1 with Lycoming County Water & Sewer Authority for Riverside Drive in the amount of \$485,900.00. (2024 approved ARPA budgeted item)
- 7.7 Kristin McLaughlin - Vote to approve the Subrecipient Agreement Amendment #3 with Hughesville – Wolf Township Joint Municipal Authority in the amount of \$600,519.14. (2024 approved ARPA budgeted item)
- 7.8 Kristin McLaughlin - Vote to approve the Interagency Agreement with Lycoming County Department of Public Works in the amount of \$1,224,883.37. (2024 approved ARPA budgeted item)
- 7.9 Kristin McLaughlin -Vote to approve the Subrecipient Agreement Amendment #3 with Lycoming County Water & Sewer Authority changing the project from Armstrong Township Infill and Infiltration Project to Armstrong Generator Project. (2024 approved ARPA budgeted item)
- 7.10 Mark Haas -Vote to approve Amendment #2 with Kleinfelder: Century Engineering for Subdivision and Land Development Technical Review. (2024 approved budgeted item)
- 7.11 Mark Haas – Vote to approve the Agreement with Jill Fry for stenography services. (2024 approved budgeted item)
- 7.12 Mark Haas – Vote to approve the Agreement with Dawn Sweeley for stenography services. (2024 approved budgeted item)
- 7.13 Maleick Fleming – Vote to approve the 2023-2024 PHARE Subrecipient Agreement with STEP Inc – Supportive Housing Program in the amount of \$200,000.00. (2024 approved budgeted item)
- 7.14 Maleick Fleming – Vote to approve the 2023-2024 PHARE Subrecipient Agreement with STEP Inc. in the amount of \$50,000.00. (2024 approved budgeted item)
- 7.15 Maleick Fleming – Vote to approve the 2023-2024 PHARE Subrecipient Agreement with STEP Inc. - Master Leasing Program in the amount of \$250,000.00. (2024 approved budgeted item)

- 7.16 Maleick Fleming – Vote to approve the 2023-2024 PHARE Subrecipient Agreement with STEP Inc. – Homes in Need Program in the amount of \$200,000.00. (2024 approved budgeted item)
- 7.17 Maleick Fleming – Vote to approve the 2023-2024 PHARE Subrecipient Agreement with Greater Lycoming Habitat for Humanity (Scott Street) in the amount of \$100,000.00. (2024 approved budgeted item)
- 7.18 Maleick Fleming – Vote to approve the 2023-2024 PHARE Subrecipient Agreement with Greater Lycoming Habitat for Humanity Home Preservation Program in the amount of \$25,000.00. (2024 approved budgeted item)
- 7.19 Ken George – Vote to approve the Change order with Dixon ACR to extend the completion date for 13 days.
- 7.20 Ken George – Vote to approve the Change order with Keystruct Construction to extend the completion date for 13 days.
- 7.21 Ken George – Vote to approve the Change order with Silver Tip Inc. to extend the completion date for 13 days.
- 7.22 Ken George – Vote to approve the Change order with Icon Fire Solution to extend the completion date for 13 days.
- 7.23 Ken George – Vote to approve the Change order with Williamsport Electric to extend the completion date for 13 days.
- 7.24 Ken George – Vote to approve the Amendment to the Agreement with Hunter & Lomison, Inc to extend the agreement from 12/31/2024 to 12/31/2025.
- 7.25 Ken George – Vote to approve the Agreement with Icon Fire Solutions in the amount of \$1,550.00. (Not an approved budgeted item, but funds are available)
- 7.26 Ken George - Vote to approve the Agreement with Icon Fire Solutions in the amount of \$4,850.00. (Not an approved budgeted item, but funds are available)
- 7.27 Ken George - Vote to approve the Agreement with Icon Fire Solutions in the amount of \$975.00. (Not an approved budgeted item, but funds are available)
- 7.28 Ken George – Vote to approve the Agreement with M & M Asphalt for snow removal. (2024 approved budgeted item)
- 7.29 Leslie Kilpatrick – Vote to approve the annual subscription fee for Zoho Corporation Manage Engine Division in the amount of \$8,475.00. (2024 approved budgeted item)

- 7.30 Leslie Kilpatrick – Vote to approve the Software Support Renewal with Advantage Software in the amount of \$4,554.00. (2024 approved budgeted item)
- 7.31 Leslie Kilpatrick – Vote to approve the Agreement with Melillo for Infrastructure Managed Support & Security Services in the amount of \$200,172.00. (2024 approved budgeted item)
- 7.32 Mya Toon – Vote to approve the Amendment to the Agreement with Geo Reentry Services to extend the Agreement for one year from 1/1/2025 through 12/31/2025.
- 7.33 Mya Toon- Vote to approve the Amendment to the Agreement with Indigo Sports for a contract extension.
- 7.34 Mya Toon - Vote to approve the SAVIN Maintenance and Service Agreement with the PDAI.
- 7.35 Mya Toon – Vote to approve the Agreement with Scotilla Psychological Services LLC. (not an approved budgeted item but funds are available)
- 7.36 Mya Toon - Vote to approve and adopt the 2025 Budget.
- 7.37 Mya Toon - Vote to approve the following Resolutions for 2025:
- Resolution 2024-28: 2025 Budget
 - Resolution 2024-29: 3-Year Capital Plan
 - Resolution 2024-30: Real Estate Tax Rate
 - Resolution 2024-31: Ratio for Real Estate Tax Assessment
- 7.38 Mya Toon -Vote to approve Resolution 2024-32 – Note
- 7.39 Mya Toon – Vote to approve Tax Anticipation & Revenue Note, Series 2025.
- 7.40 Matthew McDermott - Vote to approve the reappointment of the following individuals to the SEDA-COG Board of Directors:
- Commissioner Scott L. Metzger – Commissioner County Representative
 - Howard Frye – County’s Second Representative/Member at Large
- 7.41 Matthew McDermott – Vote to approve the reappointment of the following individuals to the Lycoming County Library System board for a period of three years effective 1/1/2025 and ending on 12/31/2027:
- Christie Foresman – Hughesville Area Public Library
 - Ben Brigandi -Member at large
 - Patricia Shipman – Member at large

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 NEXT SCHEDULED MEETING

Please note that there will be No Public Meeting on December 26, 2024

The next Commissioners Public Meeting will be held on Thursday, January 2, 2025, at 10:00 A.M. in the Commissioner's Board Room, 3rd Floor, 33 West Third Street, Williamsport, PA 17701.

ATTACHMENT (A)

PERSONNEL ACTIONS:

Public Defender – Cody Englehart, Administrative Assistant / Paralegal (Training), 6, Full-Time, \$17.6954 per Hour, 75 Hours per Pay Period, Anticipated Transfer Date: December 22, 2024.

Public Defender – Riley Shaffer, Clerk III, 4, Full-Time, \$16.0696 per Hour, 75 Hours per Pay Period, Anticipated Start Date: December 23, 2024.