

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
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COUNTY of LYCOMING
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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, DECEMBER 5, 2024
10:00 A.M.**

ADDITIONS/REVISIONS TO AGENDA NOT PREVIOUSLY POSTED

- Addition to Personnel Actions: Domestic Relations Office- Stephanie Tribble, Director, PG12, \$92,454.0669 per year, 75 hours per pay period, Effective date December 8, 2024.
- Correction to item 5.2 parcel number to 26-012-522

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 12/04/24 to be paid on 11/27/24 in the amount of \$1,874,791.96.
- 2.2 Krista Rogers – Vote to approve accounts payable cash requirement report for invoices due through 12/11/24 to be paid on 12/04/24 in the amount of \$3,314,336.65

Recess Commissioners' Public Meeting for the Salary Board

3.0 SALARY BOARD

- 3.1 Convene Salary Board.
- 3.2 Vote to approve the Salary Board minutes from the November 21, 2024 meeting.
- 3.3 Vote to approve the following Salary Board Actions:
 - Planning and Community Development -Change Clerk IV to Administrative Specialist
 - Domestic – Change the following titles:
Clerk III05/Clerk III09/Clerk III10 to Customer Service Specialist
Clerk III 11 to Locate Specialist

Clerk III 12/Clerk III07 to Intake Specialist

3.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

4.0 PERSONNEL ACTIONS

4.1 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

5.0 BOARD OF ASSESSMENT REVISIONS

5.1 Convene Board of Assessment Revisions.

5.2 Brooke Wright – Approve/Deny the following real estate refund:

- 26-012-522- Marlyn Newcomer - \$131.11:

5.3 Adjourn Board of Assessment Revisions.

Reconvene Commissioners' Public Meeting

6.0 ACTION ITEMS

6.1 Monica Fox – Vote to approve the CDBG FFY 21 Subrecipient Agreement with Albright LIFE Lycoming in the amount of \$50,653.39 (CDBG FFY 21 approved funds)

6.2 Monica Fox- Vote to approve the CDBG FFY 23 Subrecipient Agreement with Albright LIFE Lycoming in the amount of \$17,285.00. (CDBG FFY 23 approved funds)

6.3 Michael Hnatin – Vote to approve the Agreement with L&L Boiler Maintenance Inc. for professional services. (2024 approved budgeted item)

6.4 Michael Hnatin – Vote to approve the Amendment to the Agreement with Highway Equipment and Supply Company (2024 approved budgeted item)

6.5 Michael Hnatin– Vote to approve the Amendment to the Agreement with Martz Technologies (2024 approved budgeted item)

6.6 Michael Hnatin – Vote to approve the Agreement with Foresman Septic Services in the amount of \$325.00 per month. (2024 approved budgeted item)

6.7 Michael Hnatin- Vote to approve the contract with USP Lewisburg.

- 6.8 Mya Toon – Vote to approve the Agreement with Cyber Genetics. (2024 approved budgeted item)
- 6.9 Mya Toon – Vote to approve the Amendment to the Agreement with Brandon Lusk extending the date of the Agreement to December 31,2025.
- 6.10 Mya Toon – Vote to approve the Subrecipient Monitoring Agreement with Lycoming County Children & Youth Services. (2024 approved budgeted item)
- 6.11 Sal Vitko – Vote to approve the Grant Award for the Clinton Township Pinchtown Road project in the amount of \$ 75,000.00. (2024 approved county liquid fuels fund)
- 6.12 Sal Vitko - Vote to approve the Grant Award for the Muncy Borough Carpenter Street Bridge Repair project in the amount of \$52,200.00. (2024 approved county liquid fuels fund)
- 6.13 Sal Vitko - Vote to approve the Grant Award for the Picture Rocks Main Street bridge repair project in the amount of \$31,000.00. (2024 approved county liquid fuels fund)
- 6.14 Sal Vitko – Vote to approve County Liquid Fuels encumbrance for County Bridge 114 repair in the amount of \$60,000.00. (2024 approved county liquid fuels fund)
- 6.15 John Lavelle-Vote to approve the Designation of Agent appointing Mya Toon as County Agent to apply for FEMA public assistance reimbursement associated with the County response to, and recover from Tropical Storm Debby.
- 6.16 Leslie Kilpatrick- Vote to renew the Clear Pro Gov Law Enforcement Investigator Plus Agreement with Thomson Reuters in the amount of \$2472.96 per year. (2024-2025 approved budgeted item)
- 6.17 Leslie Kilpatrick – Vote to approve the Agreement with O’Neil Software in the amount of \$4590.00. (2024-2025 approved budgeted item)
- 6.18 Leslie Kilpatrick – Vote to approve the Data Center Infrastructure lease payment to Dell Financial Services in the amount of \$293,605.47. (2024 approved budgeted item)
- 6.19 Leslie Kilpatrick – Vote to approve the contracted mail ballot services with NPC in the amount of \$13,949.22. (2024 approved budgeted item)
- 6.20 Shannon Rossman- Vote to award the bid for Williamsport Levee Cross Pipes Phase 1, pending Agreement, to Coppola Services, Inc.in the amount of \$1,589,000.00. (2024 approved budgeted item)

7.0 COMMISSIONER COMMENT

8.0 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.

9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, December 12, 2024, at 10:00 A.M. in the Commissioner's Board Room, 3rd Floor, 33 West Third Street, Williamsport, PA 177

ATTACHMENT (A)

PERSONNEL ACTIONS:

Domestic Relations – Allison Allen, Clerk III, 4, \$15.4508 per Hour, Not to Exceed 1000 hours annually, Anticipated Transfer Date: December 8, 2024.

Prison – Crystal Stiver, Licensed Practical Nurse, 10, \$30.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: December 9, 2024.

Resource Management – Chris Marshall, Recycling Laborer, 4, \$14.50 per Hour, 80 Hours per Pay Period, Anticipated Start Date: December 9, 2024.

Resource Management – Justin Poust, Equipment Operator, 5, \$20.34 per Hour, 80 Hours per Pay Period, Anticipated Start Date: December 16, 2024.

Soil Conservation – Benjamin Petersen, Erosion & Sediment Control Technician, 9, \$47,153.34 per Year, 75 Hours per Pay Period, Anticipated Start Date: December 16, 2024.

Domestic Relations Office- Stephanie Tribble, Director, PG12, \$92,454.0669 per year, 75 hours per pay period, Effective date December 8, 2024.