

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, FEBRUARY 1, 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 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 12/7/24 to be paid on 1/31/24 in the amount of \$1,436,588.55.

**3.0 PERSONNEL ACTIONS**

- 3.1 Matthew McDermott – 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 Salary Board***

**4.0 SALARY BOARD**

- 4.1 Convene Salary Board.
- 4.2 Matthew McDermott – Vote to approve Salary Board Minutes of the Previous Meeting, January 25, 2024.
- 4.3 Matthew McDermott – Vote to approve the following salary board actions as outlined in Attachment (B).
- 4.4 Adjourn Salary Board.

***Reconvene Commissioners' Public Meeting***

**5.0 ACTION ITEMS**

- 5.1 Kate Kiessling – Vote to approve Agreement with Forensic Pathology Associates (2024 budgeted item).

- 5.2 Kelsey Green – Vote to approve Subrecipient Monitoring Agreement with American Rivers in the amount of \$18,750.00 (2020 Flood Mitigation Assistance funds).
- 5.3 Maleick Fleming – Vote to approve Amendment to Subrecipient Agreement with Jersey Shore Borough (Act 13 Legacy funds).
- 5.4 Jason Yorks – Vote to approve the purchase of AC Drives from Schaedler Yesco Distribution in the amount of \$10,398.29 (2024 budgeted item).

**6.0 COMMISSIONER COMMENT**

**7.0 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.

**8.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, February 8, 2024, at 10:00 A.M. in the Commissioner’s Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

## ATTACHMENT (A)

### **PERSONNEL ACTIONS:**

- Assessment – Angelique Walters, Clerk III, Full-Time Replacement, \$15.45 per hour, 75 hours per Pay Period, Anticipated Start Date: February 5, 2024.
- District Attorney – Melanie Smith, Assistant County Detective, Part-Time Replacement, \$33.11 per hour, Not to Exceed 1000 hours annually, Anticipated Start Date: February 11, 2024.
- Pre-Release Center – Ruth Kauffman, Resident Supervisor I, Part-Time Replacement, \$18.64 per hour, Not to Exceed 1000 hours annually, Anticipated Start Date: February 5, 2024.
- Prison – Alaynah Grimes, Licensed Practical Nurse, Full-Time Replacement, \$30.00 per hour, 80 hours per Pay Period, Anticipated Start Date: February 19, 2024.
- Prison – Maelynne Johnson, Licensed Practical Nurse, Full-Time Replacement, \$30.00 per hour, 80 hours per Pay Period, Anticipated Start Date: February 11, 2024.
- Prison – Alyssa George, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: February 11, 2024.
- Resource Management Services – Jason Leavenworth, Truck Driver – Transfer Station, Full-Time Replacement, \$20.16 per hour, 80 hours per Pay Period, Anticipated Start Date: February 5, 2024.
- Revision to Human Resources – Tatyana Turner, Senior Human Resources Generalist, Full-Time Replacement, \$20.40 per hour, 75 hours per Pay Period, Anticipated Transfer Date: January 28, 2024.
- Revision to Human Resources – Karen Stopper, Senior Benefits Specialist, Full-Time Replacement, \$25.18 per hour, 75 hours per Pay Period, Anticipated Transfer Date: January 28, 2024.

## ATTACHMENT (B)

### **SALARY BOARD ACTIONS:**

Matthew McDermott – Vote to approve the following Salary Board Actions:

- Sheriff's Office – Request to add a Part-Time Clerk III, Paygrade 4.
  
- Cooperative Extension – Request to approve the following employees for long-term 5% override for vacancy coverage for 4-H instructor responsibility:
  - Andrea MacKenzie
  - Barbara Davenport