

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 8, 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
- 1.6 Proclamation: FBLA Week

**2.0 REPORTS**

- 2.1 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 2/14/24 to be paid on 2/7/24 in the amount of \$1,356,556.53.

**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, February 1, 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 TDA ACTIONS**

- 5.1 Matthew McDermott – Approve the following TDA actions as outlined in Attachment (C)

## **6.0 ACTION ITEMS**

- 6.1 Kristin McLaughlin – Vote to approve Beneficiary Agreement with Alabaster Coffee Roaster & Tea Co in the amount of \$50,000.00 (ARPA funds).
- 6.2 Jeff Hutchins – Vote to approve the following Lycoming County Local Emergency Planning Committee (LEPC) Membership Applications:
- Marc Sortman: Elected Official
  - Stacey Folk: Emergency Management
  - Jon Mackey: Emergency Management
  - William Miller: EMS & Health Provider, Emergency Management and Firefighting.
  - Charles Whitford: EMS & Health Provider, Emergency Management and Firefighting.
- 6.3 Jeff Hutchins – Vote to approve Motorola Solutions Quote in the amount of \$959,123.37 (ARPA funds).
- 6.4 Maleick Fleming – Vote to approve Amendment to Subrecipient Monitoring Agreement with STEP, Inc. (2022 PHARE funds).

## **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, February 15, 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:**

- Information Services – Thomas Hook, Senior Technology Administrator, Full-Time Replacement, \$72,800.00 per year, 75 hours per Pay Period, Anticipated Start Date: February 20, 2024.
- Purchasing – Lisa Ames, Procurement and Grant Officer, Full-Time Replacement, \$43,602.00 per year, 75 hours per Pay Period, Anticipated Transfer Date: February 18, 2024.
- Domestic Relations – Angelica Turner, Clerk III, Full-Time Replacement, \$14.58 per hour, 75 hours per Pay Period, Anticipated Transfer Date: February 18, 2024.
- District Attorney – Julie Morlock, Paralegal, Full-Time Replacement, \$19.47 per hour, 75 hours per Pay Period, Anticipated Transfer Date: February 18, 2024.
- Prison – Sharif Mercer, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Transfer Date: March 3, 2024.
- Resource Management Services – Donald Heverly, Recycling Laborer, Full-Time Replacement, \$14.50 per hour, 80 hours per Pay Period, Anticipated Start Date: 2/20/2024.
- Controller's Office – Emily Snyder, Accountant I, Lateral Position Transfer, \$50,714.63 per year, 75 hours per Pay Period, Anticipated Transfer Date: February 18, 2024.
- Controller's Office – Lori Weston, Lead Fiscal Technician, Lateral Position Transfer, \$27.39 per hour, 75 hours per Pay Period, Anticipated Transfer Date: February 18, 2024.
- Controller's Office – Desierre Higley, Payroll/AP Specialist, Lateral Position Transfer, \$20.17 per hour, 75 hours per Pay Period, Anticipated Transfer Date: February 18, 2024.
- Information Services – Christopher Dalla Piazza, Senior Software Analyst, Full-Time Replacement, \$72,800 per year, 75 hours per Pay Period, Effective Date: February 18, 2024.
- Information Services – Bruce Musheno, Technical Analyst, Full-Time Replacement, \$63,250.00 per year, 75 hours per Pay Period, Effective Date: February 18, 2024.
- Information Services – John Noble, Technical Analyst, Full-Time Replacement, \$62,150.00 per year, 75 hours per Pay Period, Effective Date: February 18, 2024.
- Information Services – Timothy Schaffer, Technical Specialist, Full-Time Replacement, \$26.50 per hour, 75 hours per Pay Period, Effective Date: February 18, 2024.

- Information Services – Douglas Boyles, Technical Specialist, Full-Time Replacement, \$26.31 per hour, 75 hours per Pay Period, Effective Date: February 18, 2024.
- Information Services – Clayton Keefer, Technical Specialist, Full-Time Replacement, \$24.46 per hour, 75 hours per Pay Period, Effective Date: February 18, 2024.
- Information Services – Nicholas Nemeth, Software Specialist, Full-Time Replacement, \$24.00 per hour, 75 hours per Pay Period, Effective Date: February 18, 2024.
- Information Services – Ronald Weaver, Technical Specialist, Full-Time Replacement, \$26.31 per hour, 75 hours per Pay Period, Effective Date: February 18, 2024.

## ATTACHMENT (B)

### **SALARY BOARD ACTIONS:**

- Resource Management Services – Request to reclassify the following employee/position from Exempt to Non-Exempt.
  - Kristin Perez, Resource Recovery Assistant Coordinator
  
- Request to approve the following employees for long-term vacancy coverage:
  - Commissioners’ Office: Marirose Neiman, Administrative Coordinator, Effective: November 13, 2023 until second position is filled.
  
  - District Attorney’s Office: Gabriella Wise, Juvenile Victim Witness Coordinator, Effective: Awaiting confirmation dates; period of 12 weeks.
  
- Transfer the following positions to the Controller’s Office:
  - Budget & Finance: Lead Fiscal Tech, Payroll/AP Specialist, Financial Technician, Accountant II, Accountant I, and Senior Accountant.
  
  - Transfer Date: 2/18/2024 in payroll system. Physical move will be as soon as possible.

## ATTACHMENT (C)

### **TDA ACTIONS:**

- Resource Management Services – Request to change the title of the following positions:
  - Resource Recovery Assistant Manager to Materials Recovery Facility Coordinator
  - Assistant Business Manager to Business Coordinator
  - Assistant Operations Manager to Operations Coordinator
  - Assistant Support Manager to Support Services Coordinator
  
- Budget and Finance – Request to transfer the following positions to the Controller’s Office:
  - Senior Accountant
  - Accountant II
  - Accountant I
  - Lead Fiscal Technician
  - Financial Technician
  - Payroll/AP Specialist