

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, MAY 23, 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 – National Alliance on Mental Health Awareness Month- Kelly Gordon
- 1.7 Proclamation – National Senior Health & Fitness Day – Kathy Staje
- 1.8 Proclamations - William Miller:  
Emergency Medical Services Week  
Emergency Medical Services for Children Day

**2.0 EMERGENCY MEDICAL SERVICE AWARDS**

- 2.1 William Miller – Presentation of Awards to recipients

**3.0 REPORTS**

- 3.1 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 5/29/24 to be paid on 5/22/24 in the amount of \$837,411.57.

**4.0 INFORMATION ITEMS**

- 4.1 Controller – Kalen Barnes, Internal Auditor, Full-Time, \$40,491.36 per year, 75 hours per Pay Period, Anticipated Transfer Date: May 26, 2024

***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 previous meeting, May 16, 2024.
- 5.3 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).

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

**7.0 BOARD OF ASSESSMENT REVISIONS**

- 7.1 Convene Board of Assessment Revisions.
- 7.2 Brooke Wright – Approve the following real estate tax refunds:
- 49-386-173.B-Ethan Crist - \$909.79
  - 07-002-506 – Buckeye Investments LLC - \$1,470.19
- 7.3 Adjourn Board of Assessment Revisions.

***Reconvene Commissioners' Public Meeting***

**8.0 ACTION ITEMS**

- 8.1 William Miller- Vote to approve an amendment to the contract with the Department of Health.
- 8.2 Beth Baylor – Vote to approve agreement with Computer Information Systems in the amount of \$452,144.00 for new CAD System software. (not a 2024 budgeted item, but funds are available)
- 8.3 Brooke Wright – Vote to approve appraisal services agreement with Tyler Technology in the amount of \$3,484,620.00. (2024 budgeted item)
- 8.4 Leslie Kilpatrick - Vote to approve notice of intent to apply for 2024 Election Security Grant funds from the PA Department of State in the amount of \$3,602.54.
- 8.5 Leslie Kilpatrick – Vote to approve the purchase of 150,000 sheets of ballot stock from NPC for 2025 elections, in the amount of \$10,335.00. NPC is the county's print/mail company and we have used their ballot stock before. The county obtained an excellent price on this ballot stock compared to the other quotes. (2024 budgeted item)
- 8.6 Leslie Kilpatrick – Vote to approve the renewal of the contract with Sirius Computer Solutions in the amount of \$24,061,50 for support of our AS 400. (2024 budgeted item)
- 8.7 Mya Toon – Vote to approve PCCD Indigent Defense Grant Program for the Public Defender in the amount of \$97,192.00.
- 8.8 Mya Toon – Vote to approve Amendment to Agreement with GEO Reentry Services, LLC. (2024 budgeted item)

- 8.9 Nancy Schenck – Vote to approve agreement with JusticeWorks YouthCare, Inc. (2024 budgeted item)
- 8.10 Nancy Schenck – Vote to approve agreement with Chester County Youth Center. (2024 budgeted item)
- 8.11 Jimmy Kerschner– Vote to approve submittal of application to renew Transfer Station Solid Waste Permit.
- 8.12 Jimmy Kerschner– Vote to approve the purchase of equipment from Sitech in the amount of \$45,004.00. This is required for a software update for the CAT landfill equipment. (2024 budgeted item)
- 8.13 Jimmy Kerschner– Vote to approve the purchase of a 4” pump from Cleveland Brothers in the amount of \$45,500.00. (2024 budgeted item)
- 8.14 Jimmy Kerschner– Vote to approve agreement with Dell to support the Solomon software program in the amount of \$195.00 per hour. (2024 budgeted item)
- 8.15 Jimmy Kerschner– Vote to approve repair purchase from Highway Equipment in the amount of \$15,709.68. This is to reseal the hammer/ lower tool brushing and polishing pistol for the Hammer '04. (2024 budgeted item)
- 8.16 Jimmy Kerschner– Vote to approve repair purchase from Highway Equipment in the amount of \$13,553.56. (2024 budgeted item)
- 8.17 Jimmy Kerschner- Vote to approve agreement with Highway Equipment & Supply Co. in the amount of \$12,500.00 per month with a \$1000.00 delivery/pick up fee. This is to rent a 2017 Volvo L220H Loader while our 2017 Volvo L350F Loader is receiving a new transmission. (2024 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, September 8, 2022, 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:

- Prison – Michaela Allen, Correctional Officer, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: June 2, 2024
- Prison – Isaiah Gingerich, Correctional Officer, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: June 2, 2024
- Prison – Jonathan Hamm, Correctional Officer, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: June 2, 2024
- PRC – Jody Butters, Resident Supervisor I, Full-Time, \$18.64 per hour, 80 hours per Pay Period, Anticipated Start Date: June 3, 2024
- Financial Management – Shanean Edmonds, Procurement and Grant Officer, Full-Time Replacement, \$39,994.50 per year, 75 hours per Pay Period, Anticipated Transfer Date: May 26, 2024
- Prison – Damian Doane, Correctional Officer, Part-Time Replacement, \$20.00 per hour, not more than 1000 hours annually, Anticipated Transfer Date: May 26, 2024
- Prison – Casey Shay, Correctional Officer, Part-Time Replacement, \$20.00 per hour, not more than 1000 hours annually, Anticipated Transfer Date: June 9, 2024
- Conservation District – Emmalyn Gillen, Agriculture Conservation Technician, Full-Time Replacement, \$47,989.50 per year, 75 hours per Pay Period, Effective Date: May 26, 2024
- DUI Center – Matthew Douglass, Special Detective DUI Center, Part-Time Replacement, \$19.36 per hour, not to exceed 1000 hours annually, Effective Date: May 26, 2024
- DUI Center – Matthew Scouten, Special Detective DUI Center, Part-Time Replacement, \$19.36 per hour, not to exceed 1000 hours annually, Effective Date: May 26, 2024