

Commissioners:

SCOTT L. METZGER
Chairman

MARC C. SORTMAN
Vice Chairman

MARK MUSSINA
Secretary



MATTHEW A. McDERMOTT
*Director of Administration
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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, MAY 23, 2024
10:00 A.M.**

ADDITIONS/REVISIONS TO AGENDA NOT PREVIOUSLY POSTED

Add agenda item 8.18 - Vote to approve MOU with Muncy Borough for CDBG-DR acquisition/demolition project.
Corrected next meeting date to June 6, 2024

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)
- 8.18 Kelsey Green – Vote to approve MOU with Muncy Borough for CDBG-DR acquisition/demolition project.

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, June 6, 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:

- 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~~ \$ 42,936.00 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