

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, MAY 9, 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 Brad Shoemaker – Proclamation- Corrections Employees Week

**2.0 REPORTS**

- 2.1 DCNR Report on the Spongy Moth – Rosa Yoo, DCNR
- 2.2 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 5/15/24 to be paid on 5/08/2024 in the amount of \$890,217.35.
- 2.3 Kalen Barnes – Vote to approve a special check run for a letter of credit in the amount of \$146,794.52

**3.0 INFORMATION ITEMS**

- 3.1 Michael Hagen - MDJ Frey – Amber Winder, Magisterial District Court Administrative Specialist, Full-Time, \$18.4988 per hour, 75 hours per Pay Period, Anticipated Transfer Date: May 12, 2024

Prothonotary – Sharon Greene, Civil Processing Clerk, Full-Time, \$19.3949 per hour, 75 hours per Pay Period, Anticipated Transfer Date: May 12, 2024

Planning – Salvatore Vitko, Transportation Planner, Full-Time, \$55,299.23 per year, 75 hours per Pay Period, Retro Date: March 31, 2024

Planning – Kelsey Green, Hazard Reduction Planner, Full-Time, \$49,822.05 per year, 75 hours per Pay Period, Retro Date: March 03, 2024

*Recess Commissioners' Public Meeting for the Salary Board*

#### **4.0 SALARY BOARD**

- 4.1 Convene Salary Board.
- 4.2 Vote to approve April 4, 2024, Salary Board minutes.
- 4.3 Vote to delete Accountant 1 position that was added effective 4/29/2024
- 4.5 Adjourn Salary Board.

#### ***Reconvene Commissioners' Public Meeting***

#### **5.0 PERSONNEL ACTIONS**

- 5.1 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).

#### **6.0 ACTION ITEMS**

- 6.1 Mya Toon- Vote to approve agreement with Jean Landis for professional services in an amount not to exceed \$20,000.00.
- 6.2 Tanya Collins - Vote to approve CDBG FFY22 SEDA-COG PSA Amend 1 to add an environmental. review fee in the amount of 4,000.00 to the Habitat for Humanity Phase III project.
- 6.3 Jenny Picciano – Vote to approve Resolution 2024-09 authorizing the submittal of the Susquehanna River Walk Extension Trail Development Project grant application to the Commonwealth Finance Authority. Grant request is in the amount of \$250,000.00. (2024 Budgeted item9Act 13)
- 6.4 Forrest Lehman – Vote to approve the contract with H&P Construction Inc., in the amount of \$203,193.00 for the ADA Polling Place Renovation Project. (2024 Budgeted item)
- 6.5 Forrest Lehman – Vote to approve to replace CMOS batteries in the County's 90 ClearCast precinct scanners in the amount of \$4,900.00. (2024 Budgeted item)
- 6.6 Forrest Lehman – Vote to approve the purchase of replacement Dell PCs in the amount of \$12,500.00. (2024 Budgeted item)
- 6.7 Ken George – Vote to approve the purchase of Passage sets from Lezzer Commercial Door in the amount of \$14,823.96. (2024 Budgeted Item)
- 6.8 Jason Yorks- Vote to approve the Amendment to the Agreement with Meiser & Earl, Inc. for 2024 price updates.

6.9 Jason Yorks – Vote to approve the purchase of three new 2024 Recycling Containers from Eagle Truck Equipment in the amount of \$40,452.00. (2024 Budgeted item)

6.10 Jason Yorks – Vote to approve the purchase of a 2024 Skid Steer with Bull Hog attachment in the amount of \$152,909.60 from Five Star Equipment. (2024 Budgeted item)

**10.0 COMMISSIONER COMMENT**

**11.0 GENERAL PUBLIC**

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)

### PERSONEL ACTIONS:

- Prison – Christopher Shaffer, Correctional Officer, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: May 27, 2024
- Prison – Robert Geary, Correctional Officer, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: May 27, 2024
- Conservation District – Seth Dangle - Dirt & Gravel Roads Technician, Full-Time Replacement, \$47,036.91 per year, 75 hours per Pay Period, Anticipated Start Date: May 20, 2024
- PRC – Tapanga Jolin, Resident Supervisor I, Full-Time, \$18.64 per hour, 80 hours per Pay Period, Anticipated Start Date: May 20, 2024
- Planning – Salvatore Vitko, Transportation Planner, Full-Time, \$55,299.23 per year, 75 hours per Pay Period, Retro Date: March 31, 2024
- Planning – Kelsey Green, Hazard Reduction Planner, Full-Time, \$49,822.05 per year, 75 hours per Pay Period, Retro Date: March 03, 2024
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