

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, JUNE 13, 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 Krista Rogers – Vote to approve accounts payable cash requirement report for invoices due through June 19, 2024 to be paid on June 12, 2024 in the amount of \$1,108,814.99.

**3.0 INFORMATION ITEMS**

- 3.1 Mya Toon – Acknowledge the County will be requesting bids for the Lycoming County Coroner Building.
- 3.2 Michael Hagen- Elected Officials Personnel Actions:
  - DUI Center – David Fizzano, Special Detective DUI Center, Part-Time Replacement, \$25.00 per hour, not to exceed 1000 hours per Year, Anticipated Start Date: June 17, 2024
  - Controller – Brianna Martinez, AP / Payroll Specialist, Pay Grade 6, Full-Time Replacement, \$17.8672 per hour, 75 hours per Pay Period, Effective Date: July 1, 2024
  - Courts – Yvonne Heller, Magisterial District Court Administrative Supervisor, Pay Grade 6, Full-Time Replacement, \$21.77626 per hour, 75 hours per Pay Period, Anticipated effective Date: July 7, 2024
  - Courts – Misti Stebbins, Magisterial District Court Administrative Specialist, Pay Grade 5, Full-Time Replacement, \$17.64 per hour, 75 hours per Pay Period, Effective Date: June 24, 2024

- Courts – Katelyn Fischer, Magisterial District Court Administrative Specialist, Pay Grade 5, Full-Time Replacement, \$16.70 per hour, 75 hours per Pay Period, Anticipated effective Date: June 24, 2024

#### **4.0 PERSONNEL ACTIONS**

- 4.1 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***

#### **5.0 BOARD OF ASSESSMENT REVISIONS**

- 5.1 Convene Board of Assessment Revisions.
- 5.2 Brooke Wright – Approve the following real estate tax refunds:
- Stephen & Amber Lehman – 19-002-312 - \$263.97
- 5.3 Adjourn Board of Assessment Revisions.

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

#### **6.0 ACTION ITEMS**

- 6.1 Mya Toon - Vote to approve the lease agreement with Horizon Federal Credit Union. (Not a 2024 budgeted item, but funds are available)
- 6.2 Mya Toon – Vote to approve the Amendment to the Agreement with Skanska in the amount of \$34,945.00. (2024 approved budgeted item)
- 6.3 Mya Toon – Vote to approve the list of contracts approved by the Director of Administration for the month of May 2024.
- 6.4 Krista McLaughlin – Vote to approve the Subrecipient Agreement with Lycoming County Care, Inc in the amount of \$250,000.00. (2024 approved budgeted item- ARPA funds)
- 6.5 John Lavelle – Vote to approve the Grant Agreement with Loyalsock Township for the Bull Run Pump Station repairs in the amount of \$50,000.00. (2024 approved budgeted item)
- 6.6 Lauren Strausser – Vote to approve an update and change to the Landfill Fee Schedule effective August 1, 2024. Increase clean wood waste fee from \$30.00/ton to \$40.00/ton, remove outbound single ground wood material from fee schedule- price to depend on market value.
- 6.7 Jason Yorks – Vote to approve the repair for the Tubgrinder in the amount of \$16,467.14. (2024 approved budgeted item)

**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, June 20, 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:**

- Pre-Release Center – Matt Coyner, Resident Supervisor I, Union, Full-Time Replacement, \$18.64 per hour, 80 hours per Pay Period, Anticipated Start Date: June 24, 2024
- Department of Public Safety – Jena Rishel, EMA Clerk III, Pay Grade 4, Part-Time Replacement, \$14.58 per hour, not to exceed 1000 hours per Year, Anticipated Start Date: June 17, 2024
- Facilities Management – Tracie Bem, Custodial Worker, Part-Time Replacement, \$13.81 per hour, not to exceed 1000 hours per Year, Anticipated Start Date: June 24, 2024
- Resource Management Services – Andrew Venema, Equipment Operator, Pay Grade 6, Part-Time Replacement, \$20.34 per hour, 75 hours per Pay Period, Effective Date: June 24, 2024
- Prison – Justin Witmer, Correctional Officer II, Union, Full-Time Replacement, \$21.48 per hour, 80 hours per Pay Period, Effective Date: May 26, 2024