

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, JULY 11, 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 7/10/24 to be paid on 7/3/24 in the amount of \$2,904,849.84
- 2.2 Krista Rogers - Vote to approve accounts payable cash requirement report for invoices due through 7/17/24 to be paid on 7/10/24 in the amount of \$1,817,668.77

**3.0 INFORMATION ITEMS**

- 3.1 Jason Yorks – Acknowledge the County will be requesting bids for Landfill Gas well drilling at Lycoming County Resource Management Services.
- 3.2 Michael Hagen – Elected Officials Personnel Actions as outlined in Attachment (A).

***Recess Commissioners' Public Meeting for the Salary Board***

**4.0 SALARY BOARD**

- 4.1 Convene Salary Board.
- 4.2 Krista Rogers – Vote to approve the June 20, 2024 Minutes
- 4.3 Krista Rogers – Vote to approve the following salary board actions:
  - DPS 911 Center - Grade Increase: Rachel Cortright, currently Telecommunicator I PG7 (\$18.72- \$27.54), changing to Telecommunicator II and increasing to PG 8 (\$20.51 - \$30.21)
  - Assessment and Tax Claim - TDA Action: Remove Clerk III, PG4 (\$14.44 - \$21.08)

- Prothonotary – remove Deputy Clerk of Courts, PG 8 (\$20.51-\$30.21) from the TDA and retitle 1<sup>st</sup> Deputy, PG9 (\$22.39-\$33.08), 75 hours per pay period, with an effective date of 7/27/2024.
- Prothonotary – remove Assistant Superintendent Clerk of Courts, PG8 (\$20.51-\$30.21) from the TDA and retitle 2<sup>nd</sup> Deputy, PG8 (\$20.51-\$30.21), 75 hours per pay period, with an effective date of 7/27/2024
- District Attorney – Remove one ADA position from the TDA (\$62,315 plus 3. % yearly) (currently 2 vacancies)
- Add to TDA 1 Paralegal paygrade 7 \$18.72 - \$27.54
- Add to TDA 1 Clerk IV paygrade 5 \$15.75-\$22.98

4.4 Adjourn Salary Board.

***Reconvene Commissioners' Public Meeting***

**5.0 PERSONNEL ACTIONS**

5.1 Michael 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 (B).

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

**6.0 ACTION ITEMS**

- 6.1 Ashley Harman – Vote to approve Amendment to Agreement with Avenu Enterprise Solutions for a one-year extension of services. (not an approved 2024 budgeted item)
- 6.2 Nancy Schenck –. Vote to approve the Agreement with Summit School, Inc. Academy – Summit Academy. (2024 approved budgeted item)
- 6.3 Nancy Schenck– Vote to approve the Agreement with Community Specialist Corp., The Academy. (2024 approved budgeted item).
- 6.4 Mya Toon – Vote to approve the Agreement for the FY 24/25 Lycoming County State Food Purchase Program Plan of Operation and Member Agency.
- 6.5 Mya Toon – Vote to approve the Bill of Sale for the Surplus Property in the amount of \$3,900.00.
- 6.6 Mya Toon – Vote to approve the list of contracts approved by the Director of Administration for the month of June 2024.

- 6.7 Mya Toon – Vote to approve the Amendment to the Subrecipient Agreement with Lycoming County United Way for the HAP Program in the amount of \$11,500.00.
- 6.8 Mya Toon – Vote to approve the selection for the Lycoming Creek Sportsman Club CAP project bid with Smith Excavating Construction in the amount of \$24,498.00. (2024 approved budgeted item)
- 6.9 Mya Toon – Vote to approve the selection for the Spring Garden Hunting Club CAP project bid with Smith Excavating construction in the amount of \$24,509.00. (2024 approved budgeted item).
- 6.10 Jenny Picciano – Vote to approve MOU with Pennsylvania College of Technology for the River Walk Extension.
- 6.11 Jamie Shrawder – Vote to approve FFY 22 CDBG subrecipient agreement with the YWCA Northcentral PA in the amount of \$120,000.00 (2024 approved budgeted item).
- 6.12 Maleick Fleming – Vote to approve the 2020-2021 PHARE Amendment to the Subrecipient Monitoring Agreement with Greater Lycoming Habitat for Humanity.
- 6.13 Maleick Fleming - Vote to approve the 2021-2022 PHARE Amendment to the Subrecipient Monitoring Agreement with Greater Lycoming Habitat for Humanity.
- 6.14 John Lavelle – Vote to approve MOU with Jersey Shore Borough for Lawshee Run Culvert initiative. (2024 approved budgeted item)
- 6.15 Jason Yorks – Vote to approve the Amendment to the Pace Analytical Services LLC contract.
- 6.16 Jason Yorks – Vote to approve the replacement of the exhaust system of the 2008 Mack CXU 818 in the amount of \$14,516.73. (2024 approved budgeted item)
- 6.17 Jason Yorks – Vote to approve the Agreement with Foresman Septic Services. (2024 approved budgeted item)
- 6.18 Leslie Kilpatrick – Vote to approve the Agreement with First Choice Business Solutions. (2024 approved budgeted item)

## **8.0 COMMISSIONER COMMENT**

**9.0 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.

**10.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, July 18, 2024, at 10:00 A.M. in the Commissioner's Board Room, 3<sup>rd</sup> Floor, 33 West Third Street, Williamsport, PA 17701.

## ATTACHMENT (A)

### INFORMATIONAL ITEMS

Courts, DJ Biichle – Jenna Romano, Magisterial District Court Administrative Specialist, 5, Full-Time Replacement, \$17.955 per Hour, 75 Hours per Pay Period, Anticipated Start Date: July 22, 2024

Sheriff – Marc Storms, Deputy Sheriff, DS, Full-Time, \$21.63, 80 hours per Pay Period, Anticipated Start Date: August 12, 2024

Prothonotary – Request to change the title of the following positions, Effective Date: July 27, 2024

- Deputy Clerk of Courts to 1<sup>st</sup> Deputy
- Assistant Superintendent Clerk of Courts to 2<sup>nd</sup> Deputy

Prothonotary – Request to change Paygrade for the following position, Effective Date: July 27, 2024:

- Deputy I, PG 8 to Deputy I, PG 9

District Attorney – Request to remove the following positions, Effective Date: July 12, 2024

- Assistant District Attorney

District Attorney – Request to add the following positions, Effective Date: July 12, 2024:

- Paralegal, Paygrade 7, 75 hours per pay period
- Clerk IV, Paygrade 5, 75 hours per pay period

**ATTACHMENT (B)**

**PERSONNEL ACTIONS:**

DUI Center / District Attorney – Dalton Lovell, Special Detective – DUI Center, DA, Part-Time Replacement, \$25.00 per Hour, not to exceed 1000 hours annually, Anticipated Start Date: July 15, 2024

Pre-Release Center – Wayne Pfleegor, Driver, Part-Time Replacement, \$18.64 per Hour, Union, not to exceed 1000 hours annually, Anticipated Start Date: July 15, 2024

Pre-Release Center – April Marshall, Resident Supervisor I, Union, Full-Time Replacement, \$18.64 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 15, 2024

Pre-Release Center – Colleen Donovan, Resident Supervisor I, Union, Full-Time Replacement, \$18.64 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 15, 2024

Prison – Courtney Pinesley, Corrections Officer, Union, Full-Time Replacement, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: July 15, 2024

Resource Management Services – Charles Morehart, Truck Driver – Transfer Station, 6, Full-Time Replacement, \$19.26 per Hour, 80 Hours per Pay Period, Anticipated Transfer Date: July 21, 2024

Facilities Management – Brandon Hull, Maintenance III / HVAC, Full-Time Replacement, \$29.40 per Hour, 75 Hours per Pay Period, Anticipated Start Date: July 22, 2024

9-1-1 Center / Department of Public Safety – Rachel Cortright, Telecommunicator II, 8, Full-Time, \$21.26229 per hour, 80 Hours per Pay Period, Effective Date: June 9, 2024