

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, AUGUST 15, 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 SERVICE AWARDS**

- 2.1 Board of Commissioners – Recognize the following individual for her service to Lycoming County:
  - Lori Weston – 20 years

**3.0 REPORTS**

- 3.1 Krista Rogers – Vote to approve accounts payable cash requirement report for invoices due through 8/21/24 to be paid on 8/14/24 in the amount of \$1,633.662.07.

**4.0 INFORMATION ITEMS**

- 4.1 Mya Toon – Acknowledge the County will reopen the request for bids for Landfill Gas well drilling at Lycoming County Resource management Services.
- 4.2 Michael Hagen – Elected Official Personnel Actions:

District Attorney -- Ken Osokow, Assistant District Attorney, Temporary Part Time, \$100 per Hour, NTE set contractual amount of \$20,000 total, less current payout to individual.

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

**5.0 SALARY BOARD**

- 5.1 Convene Salary Board.
- 5.2 Vote to approve August 1, 2024, Salary Board minutes.
- 5.3 Vote to approve the following salary board actions:

- District Attorney – ADA (position added to TDA 8/1/2024) – non-union position – this is a temporary position at \$100/hr. up to \$20,000 total less what has already been paid to the individual in the position

5.4 Adjourn Salary Board.

***Reconvene Commissioners' Public Meeting***

**6.0 PERSONNEL ACTIONS**

6.1 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 (A).

**7.0 ACTION ITEMS**

7.1 Shannon Rossman–Ratify Waiver of Development Permit Fee for a period not to exceed 90 days due to flooding event.

7.2 Mya Toon – Vote to ratify Engagement Letter with Baker Tily US, LLP. (2024 approved budgeted item)

7.3 Mya Toon – Vote to award bid for the Coroner’s Building to the following bidders:

- Keystruct Construction
- Williamsport Electric
- Dixon ACR Corporation
- SilverTip, Inc.
- ICON Fire Solutions

7.4 Mya Toon – Vote to approve Agreement with PA Emergency Management Agency for the Fiscal Year 2023 State and Local Cybersecurity Grant Program.

7.5 Mya Toon – Vote to reject bid for the Landfill Gas Drilling.

7.6 Mya Toon – Vote to approve Grant Award from Pennsylvania Commission on Crime and Delinquency Intermediate Punishment Treatment Program in the amount of \$380,00.00.

7.7 Nancy Schenck – Vote to approve Agreement with Drug and Alcohol Rehabilitation Services, Inc. (2024 approved budgeted item).

7.8 Nancy Schenck– Vote to approve Agreement with Perseus House, Inc. (2024 approved budgeted item).

7.9 Nancy Schenck – Vote to approve Agreement with Families United Network (2024 approved budgeted item).

- 7.10 John Lavelle – Vote to approve the purchase of a mobile cattle chute and accessories from Rutledge Repair in the amount of \$22,085.00 (2024 approved ARPA funds).
- 7.11 John Lavelle – Vote to approve purchase of VR Headsets from B&H in the amount of \$14,919.98. (2024 approved ARPA funds)
- 7.12 Jason Yorks – Vote to approve the purchase of Odor Control Product from Kroff Chemical Company in the amount of \$20,794.80. (2024 approved budgeted item)
- 7.13 Matthew McDermott- Vote to approve update to the Right to Know Policy.

## **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, August 22, 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)

### **PERSONNEL ACTIONS:**

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:

Tax Assessment – Katie Samsel, Clerk IV, PG5, Full-Time, \$17.4825 per Hour, 75 Hours per Pay Period, Anticipated Transfer Date: August 18, 2024.

Prison – Rachel Fox, Licensed Practical Nurse, PG10, Part-Time, \$30.00 per Hour, Not to exceed 1000 hours annually, Anticipated Start Date: August 20, 2024.

Prison – Nathan Spicer, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: August 26, 2024.

Resource Management – Emory Bierly, Recycling Laborer, PG4, Full-Time, \$14.50 per Hour, 80 Hours per Pay Period, Anticipated Start Date: August 26, 2024.

Resource Management – Jason Fox, Recycling Laborer, PG4, Full-Time, \$14.50 per Hour, 80 Hours per Pay Period, Anticipated Start Date: September 3, 2024.

Adult Probation Office – Sara Johns, Evidence Based Practice Coordinator, PG9, \$31.201275 per hour, Full-Time, 80 Hours per Pay Period, Anticipate Start Date: August 18, 2024.