

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  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
THURSDAY, AUGUST 22, 2024  
10:00 A.M.**

**REVISION NOT PREVIOUSLY POSTED**

Under Personnel Actions Timothy Nigel was removed from the Personnel Actions list

**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 BID OPENING**

- 2.1 Krista Rogers – Open the following bid:
  - Replacement of 7 Transformers at the Prison

**3.0 REPORTS**

- 3.1 Krista Rogers – Vote to approve accounts payable cash requirement report for invoices due through 8/28/24 to be paid on 8/21/24 in the amount of \$1,062,023.98.

**4.0 INFORMATION ITEMS**

- 4.1 Amy Resh - Lycoming County Library System Update
- 4.2 Michael Hagen – Elected Official Personnel Actions:

District Attorney – Lynelle Cromley, Paralegal, 7, Full-Time, \$21.52, 75 Hours per Pay Period, Anticipated Transfer Date: September 1, 2024.

District Attorney – Tara Snow, Clerk III, 4, Full-Time, \$16.1728, 75 Hours per Pay Period, Anticipated Start Date: September 9, 2024.

District Attorney – Jordan Stugart, Clerk III, 4, Full-Time, \$15.4508, 75 Hours per Pay Period, Anticipated Start Date: September 9, 2024.

District Attorney – Nathaniel Miller, Clerk III, 4, Full-Time, \$15.162, 75 Hours per Pay Period, Anticipated Start Date: September 9, 2024.

**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 (A).

***Recess Commissioners Public Meeting for Community Development Block Grant Public Hearing***

**6.0 CDBG Public Budget Modification Hearing for FFY 2021 Community Development Block Grant Program.**

- 6.1 Convene Public Hearing
- 6.2 Jamie Shrawder – Review of proposed FFY 2021 Budget Modification and certification.
- 6.3 Public Comment
- 6.4 Adjourn Public Hearing

***Reconvene Commissioners Public Meeting***

**7.0 ACTION ITEMS**

- 7.1 Jamie Shrawder – Vote to approve submission of FFY 2021 Budget Modification Certification to the Pennsylvania Department of Community and Economic Development.
- 7.2 Brooke Wright–Vote to approve the Amendment to the Agreement with McCormick Law Firm.
- 7.3 Mya Toon – Vote to approve the 24-25 MATP Subrecipient Monitoring Agreement.
- 7.4 Mya Toon – Vote to approve 24-25 MATP Grant Agreement and Allocation in the amount of \$1,646,608.00. (2024 approved budgeted item)
- 7.5 Mya Toon – Vote to approve the list of contracts approved by the Director of Administration for the month of July 2024.
- 7.6 Nancy Schenck –Vote to approve the Agreement with Chor Youth and Family Services. (2024 approved budgeted item)
- 7.7 Ken George – Vote to approve the Change Order with Port Elevator in the amount of \$6,500.00. (2024 approved budgeted item).
- 7.8 Kristen McLaughlin – Vote to approve the Subrecipient Agreement with the YWCA Northcentral PA in the amount of \$600,00.00. (2024 approved ARPA funds)

- 7.9 Jenny Picciano – Vote to approve FFY '23 CDBG Subrecipient Agreement with South Williamsport Borough in the amount of \$100,330.00. (approved CDBG FFY'23 funds)
- 7.10 Jenny Picciano – Vote to approve FFY '23 CDBG Subrecipient Agreement with Lycoming County Water and Sewer Authority in the amount of \$207,862.00. (approved CDBG FFY'23 funds)
- 7.11 Monica Fox – Vote to approve FFY '22 CDBG Subrecipient Agreement with Lycoming County Water and Sewer Authority in the amount of \$121,138.00. (approved CDBG FFY'22 funds)
- 7.12 Jason Yorks- Vote to approve the Change Over #5 with R & L Development in the amount of \$800,837.68. (2024 approved budgeted item)
- 7.13 Jason Yorks – Vote to approve the purchase of C.S Control from State Chemical in the amount of \$24,908.40. (2024 approved budgeted item)
- 7.14 Jason Yorks – Vote to approve the Agreement with Cintas in the amount of \$4,104.00 per month. (2024 approved budgeted item)
- 7.15 Jason Yorks -Vote to approve Resolution 2024-14 Landfill Disposal Fee Waiver for Flood Debris from impacted municipalities.
- 7.16 Jason Yorks – Vote to approve a permit modification with DEP Waste Management Program in the amount of \$300.00. (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, August 29, 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:**

Prison – Rory Batson, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: September 2, 2024.

Pre-Release Center – Tracy Canfield, Resident Supervisor I, Union, Full-Time, \$18.64, 80 Hours per Pay Period, Anticipated Start Date: September 23, 2024.

Domestic Relations – Allison Allen, Domestic Relations Officer, 4, Full-Time, \$15.4508, 75 Hours per Pay Period, Anticipated Start Date: September 9, 2024.

Public Defender – Richard Dixon, Temporary Law Clerk, 12, Full-Time, \$57,876.00 per Year, 75 Hours per Pay Period, Anticipated Start Date: September 3, 2024.

Public Defender – Maureen Milagros Archibold Carrion, Temporary Law Clerk, 12, Full-Time, \$57,876.00 per Year, 75 Hours per Pay Period, Anticipated Start Date: September 3, 2024.

Resource Management Services – Jim McLaughlin, Recycling Laborer, 4, Full-Time, \$14.50 per Hour, 80 Hours per Pay Period, Anticipated Start Date: September 3, 2024.