

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

Telephone (570) 320-2124
Fax (570) 320-2127

COUNTY of LYCOMING
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

www.lyco.org
county.commissioners@lyco.org

**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
THURSDAY, JANUARY 2, 2025
10:00 A.M.**

Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina, Director Matthew McDermott, and Solicitor Christopher H. Kenyon via telephone.

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

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 1.5 Public Comment on Agenda Items Only **None**

2.0 AWARDS

- 2.1 Nicki Gottschall – JWD -TOA awards – Comments attached from Krista Rogers.

3.0 BID OPENING

- 3.1 Nicki Gottschall – Open the following bid:
 - Lycoming County Voter Services Polling Place ADA Renovations (Group B)

Lycoming County Voter Services Polling Place ADA Renovations (Group B)		
Company Name	Submitted Amount	Date Submitted
CK Manufacturing	\$383,860.00	12/20/2024
Glenn O. Hawbaker, Inc.	\$644,800.00	12/20/2024
H&P Construction, Inc.	\$239,583.00	12/20/2024
J&M Construction Specialty, Inc.	\$297,500.00	12/20/2024
Yoder Builders, Inc.	\$378,900.00	12/20/2024

4.0 INFORMATION ITEMS

- 4.1 Michael Hagen - Sheriff – Donna Masser, Administrative Specialist – Real Estate Division, 4, Full-Time, \$16.4616 per Hour, 75 Hours per Pay Period, Anticipated Start Date: January 6, 2025.

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).

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.0 ACTION ITEM

6.1 Beth Baylor – Vote to approve the Amendment to the Agreement with KOVA Corporation in the amount of \$7,959.00. (not an approved budgeted item, but funds are available)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.2 Forrest Lehman– Vote to approve the Change Order #8 with H & P Construction extending the completion date for 3 additional days.

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.3 Nancy Schenck – Vote to approve the Agreement with Cardio-4dayz in the amount of \$98.00. (2025 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.4 Nancy Schenck– Vote to approve the Agreement with Ben Darling PHD. (2025 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.5 Nancy Schenck – Vote to approve the Agreement with the County of Northampton. (2025 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.6 Kathryn Kiesslering - Vote to approve the Agreement with Forensic Fluids for oral fluid toxicology testing. (2025 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.7 Kathryn Kiesslering - Vote to approve the Agreement with Forensic Pathology Associates/Health Network Laboratories. (2025 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.8 Leslie Kilpatrick -Vote to approve the Equipment Maintenance Annual Renewal Contract with Postage Pros in the amount of \$5,391.32. (2025 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

6.9 Shanean Edwards for Mya Toon -Vote to approve the Lease with De Lage Landen Public Finance, LLC for the aerator for White Deer Golf Course. (2025 approved budgeted item)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 6.10 Shanean Edwards for Mya Toon – Vote to approve the Agreement with Thomas Bruno, Licensed Private Investigator. (2025 approved budgeted item)
Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0
- 6.11 Shanean Edwards for Mya Toon – Vote to approve the Agreement with G & G Firearms Experts, Inc (2025 approved budgeted item)
Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0
- 6.12 Shanean Edwards for Mya Toon – Vote to approve the Lycoming County Grant an AID in the amount of \$163,838.00.
Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0
- 6.13 Shanean Edwards for Mya Toon – Vote to approve the Amendment to the Community Block Grant Program Contract with the Department of Community and Economic Development.
Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0
- 6.14 Ken George – Vote to approve the Agreement with Suppressions Systems, Inc. in the amount of \$2,686.00. (2025 approved budgeted item)
Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0
- 6.15 Ken George– Vote to approve the Amendment to the Agreement with Monitronics International extending the agreement dates from January 1, 2025 through December 31, 2028.
Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0
- 6.16 Ken George – Vote to approve the Agreement with Monitronics International in the amount of \$695.00 per month- paid annually - for Premier Service Agreement Access for Judge Dieter. (2025 approved budgeted item)
Mr. McDermott requested to table this item to review and redo contract.
Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0
- 6.17 Ken George– Vote to approve the Agreement with Monitronics International in the amount of \$1,104.00 per month – paid annually -for the Premier Service Agreement Access for the Courthouse. (2025 approved budgeted item)
Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0
- 6.18 Ken George – Vote to approve the Agreement with Conexus in the amount of \$6,500.00. (2025 approved budgeted item)
Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

7.0 COMMISSIONER COMMENT

Marc Sortman hoped everyone had a wonderful holiday season. With one year under his belt, he is pleased with the progress made so far and the relationships that have been created. He is grateful for everyone who welcomed him throughout the

year. With so much improvement, he is excited to move forward in 2025 and look into other items that can be improved for the taxpayers.

Mr. Mussina stated that he is proud of the progress made so far. We had a great first year and enjoyed the welcoming and camaraderie. He looks forward to working with his fellow commissioners and county team members.

Mr. Metzger stated that we look forward to this year and continuing to work as a team and continue to streamline things for the taxpayers.

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.

Larry Stout, Montgomery –Expressed his lifelong fascination with politics, shared his perspective on current-day politics, and noted the division among parties. He asked about the secret to how the commissioners are able to work together as a team despite being from different parties.

Mr. Mussina responded that we come to work without agendas and listen to each other to find solutions. We focus on the things we can't control and do our best to not engage on

Mr. Metzger responded that we are here to get work done on behalf of the taxpayers. We work as a team to accomplish the common good. We don't worry about titles or who comes first. It's important to listen to each other and have some empathy, to try and see the world through the other persons eyes as equals.

Mr. Sortman stated that they get along with each other because they bring professionalism to the table. "We don't fight with each other," and we respect each other behind closed doors and in front of the public.

YOU TUBE PUBLIC COMMENT:

Thomas Adams: Happy New Year! Having a healthy respect for one another is key to security, which only stems from a moral compass coming from a deep respect for God and His ideals for humanity. Thank-you Larry and commissioners and Matt!

Donna Masser: Glad to join the team

9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, January 9, 2025, at 10:00 A.M. in the Commissioner's Board Room, 3rd Floor, 33 West Third Street, Williamsport, PA 17701.

To View This Meeting Click on the Link Below:

<https://www.youtube.com/watch?v=BZcBofICKFs>

ATTACHMENT (A)

PERSONNEL ACTIONS:

Public Defender – Matthew Welickovitch, Deputy Public Defender, pay Grade 13, Full-Time, \$85,000 per Year, 75 Hours per Pay Period, Anticipated Transfer Date: January 5, 2025.

Public Safety – Rebecca Baker, Emergency Management Specialist – Training, pay Grade 8, Full-Time, \$39994.50 per Year, 75 Hours per Pay Period, Anticipated Start Date: January 13, 2025.

Prison – Alexis Carey, Correctional Officer, Union, Part-Time, \$20.00 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Transfer Date: January 5, 2025.

Prison – Ila Dionne, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: January 13, 2025.

Prison – Alan Swigart, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: January 13, 2025.

Prison – Jessica Kipp, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: January 13, 2025.

Krista Rogers, Controller, Comments read by Nicki Gottschall, Deputy Controller

I would first like to apologize for not being present today. We celebrated Christmas with our son last weekend and brought the flu home with us.

Nicki and I felt very strongly about bringing these employees forward to be acknowledged for the work they have done, and are continuing to do, on behalf of the county. They have gone above and beyond in the past 10 months, and less to accomplish the impossible.

Emily Snyder came to the Controller from Budget and Finance in February 2024. She started with the County in August of 2023 and graduated with her degree in accounting from Penn College in December 2023. Without hesitation she dove into the 2022 audit and financial statements. At that time, she was the only accountant on staff with the county. We could not make any entries in the financial system at that time because 2022 had to be closed to entries to open the 2024 books so everything Emily did was on paper and had to be passed to the external auditors. She worked seamlessly with the external accountants, external auditors, the newly hired accountant, and an intern. Most recently she has also been working diligently to complete the books for 2023, provide information to the external auditors for the 2023 audit and find funds to keep sufficient cash flow through year end.

Noah Hunt came to us for an internship in the spring from Penn College. He stepped right in to the work with the external accountants, and Emily, while they were working through the 2022 financial statements. He stepped into an unknown office, unknown people, and financial system and did it as if he knew what he was doing all along. We could not have accomplished the 2022 financial statements as timely as we did without his help. When his internship ended we had an accountant position open up that he is currently working part-time while he finishes his last semester at Penn College. He will step into the full-time position after graduation.

Desiree Higley and Brianna Martinez have stepped into a situation recently with grace, patience and thoroughly stepped up and taken our payroll process to a new level. With almost no training they have been able to keep the process moving, streamline many steps and clean up some issues along the way. They are a dynamic duo in the A/P Payroll world of Lycoming County and deserve to be acknowledged and thanked!

The Controller's office has a strong team and if we could award them all we would! We are truly thankful for each and every one of our staff and everything they do each day on behalf of the taxpayers, employees, and us. Thank you for acknowledging Emily, Noah, Brie, and Des and how they have had to step out of their comfort zones and go above and beyond the norm to accomplish things that no one sees but that need to be done.