

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 AGENDA  
THURSDAY, JANUARY 30, 2025  
10:00 A.M.**

**ADDITIONS /REVISIONS TO THE AGENDA NOT PREVIOUSLY POSTED:**

- **Add Agenda Item 5.8** - Vote to approve the Solicitor Agreement renewal with David Wilk, Esq for the Lycoming County Prothonotary/Clerk of Courts Office. (2025 approved budgeted item)

**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 Nicki Gottschall – Vote to approve accounts payable cash requirement report for invoices due through 2/5/25 to be paid on 1/29/25 in the amount of \$1,382,611.64.

**3.0 INFORMATION ITEMS**

- 3.1 Michael Hagen - Elected Official Personnel Actions:
  - Sheriff - Alex Hans, Deputy Sheriff, DS, Full-Time, \$22.28 per Hour, 80 Hours per Pay Period, Anticipated Start Date: February 3, 2025.
  - District Attorney/ Central Processing – Dale Brendle, Central Processing Officer, DA, Part-Time, \$25.00 per Hour, not to exceed 1000 Hours Annually, Anticipated Start Date: February 10, 2025.
  - District Attorney – Dustin Kreitz, Assistant County Detective, DA, Full-Time, \$27.68 per Hour, 75 Hours per Pay Period, Anticipated Start Date: February 10, 2025.
  - Courts / Judge Tira – Alyssa Bashista, Executive Secretary, 5, Full-Time, \$16.70 per Hour, 75 Hours per Pay Period, Anticipated Start Date: February 10, 2025.

- Domestic Relations – Kristina Travis, Domestic Relations Officer, DRO, Full-Time, \$42,653.33 per Year, Anticipated Start Date: March 3, 2025.

#### **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).

#### **5.0 ACTION ITEMS**

- 5.1 Mya Toon – Vote to approve the Amendment to the Agreement with Fry’s Fire Protection for Fire Extinguisher Maintenance for 2025. (2025 approved budgeted item)
- 5.2 Tom Ungard – Vote to approve Resolution 2025-3 authorizing the submission of a grant request to the Range Resources Good Neighbor Fund, for the purchase of tactical and safety equipment for the Narcotics Enforcement Unit.
- 5.3 Ken George – Vote to approve the Change Order with Williamsport Electric, Inc in the amount of \$85,600.00 for the Coroner Build for alternate pricing for fit out of CT Scan room. (2025 approved budgeted item)
- 5.4 Ken George – Vote to approve the Change Order with ICON Fire Solutions in the amount of \$1,000.00 for the Coroner Build alternate pricing for fit out of CT Scan Room. (2025 approved budgeted item)
- 5.5 Ken George– Vote to approve the Change Order with Dixon AC R Inc. in the amount of \$21,633.00 for the Coroner Build for alternate pricing for fit out of CT Scan Room. (2025 approved budgeted item)
- 5.6 Ken George – Vote to approve the Change Order with Silvertip, Inc.in the amount of \$5,000.00 for the Coroner Build for alternate pricing for fit out of CT Scan Room (2025 approved budgeted item)
- 5.7 Ken George - Vote to approve the Change Order with Keystruck Construction, LLC .in the amount of \$41,000.00 for the Coroner Build for alternate pricing for fit out of CT Scan Room (2025 approved budgeted item)
- 5.8 Tom Heaps – Vote to approve the Solicitor Agreement renewal with David Wilk, Esq for the Lycoming County Prothonotary/Clerk of Courts Office. (2025 approved budgeted item)

#### **6.0 COMMISSIONER COMMENT**

**7.0 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.

**8.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, February 6, 2025 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:**

Public Safety/ 9-1-1 Center – Andru McCusker, Telecommunicator I Trainee, 7, Full-Time, \$18.72 per Hour, 80 Hours per Pay Period, Anticipated Start Date: February 18, 2025.

Public Safety/ 9-1-1 Center – Kabrina Jones, Telecommunicator I Trainee, 7, Full-Time, \$18.72 per Hour, 80 Hours per Pay Period, Anticipated Start Date: February 18, 2025.