

Commissioners:
SCOTT L. METZGER
Chairman
MARC C. SORTMAN
Vice Chairman
MARK MUSSINA
Secretary



MATTHEW A. McDERMOTT
*Director of Administration
and Chief Clerk*
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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, FEBRUARY 20th, 2025
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 Nicki Gottschall– Vote to approve accounts payable cash requirement report for invoices due through 2/26/25 to be paid on 2/19/25 in the amount of \$1,618,373.96.

Recess Commissioners' Public Meeting for the Salary Board

3.0 SALARY BOARD

- 3.1 Convene Salary Board.
- 3.2 Vote to approve the Salary Board minutes from the February 6th meeting.
- 3.3 Vote to approve the following Salary Board Actions:
 - Delete one (1) part-time Victim Witness Coordinator – Adult
 - Add one (1) full-time Victim Witness Coordinator – Adult
 - Place one Assistant District Attorney position on hold. The money that is budgeted for this position will be used to make up for the shortfall from the grant for the additional full time Victim Witness Coordinator salary and fringe benefits.
 - DPS Bonus Structure – a temporary bonus structure (6-month period, ending September 1, 2025) will be put into place in the amount of \$60.00 per shift for salaried employees.
- 3.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

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 Nicki Gottschall – Vote to approve the payment schedule for the Actuarially Determined Employer Contribution (ADEC) for the retirement fund in the amount of \$1,037,000.00. This shall be paid monthly starting in April. (2025 approved budgeted item)
- 5.2 Kristin McLaughlin– Vote to approve the subrecipient Agreement Amendment #2 with Jersey Shore Area Joint Water Authority (ARAP Funds) to extend the termination date from 3/30/25 to 9/30/26. (2025 approved ARPA funds budgeted item)
- 5.3 Forrest Lehman – Vote to approve the invoice from Clear Ballot to provide four years of preventative maintenance and warranty coverage for a central scanner that is part of the certified electronic voting system in the amount of \$10,000.00. (2025 approved budgeted item)
- 5.4 Mya Toon – Vote to approve Resolution # 2025-04 approving the acceptance of donated power tool equipment from Washington Township in the amount of \$1,089.91 to be used by the Pre-Release Center.
- 5.5 Mya Toon– Vote to approve the Agreement with Diane Welch, GED Instructor in the amount of \$7,000.00. (2025 approved budgeted item)
- 5.6 Mya Toon – Vote to approve the Addendum to the Agreement with Digital Assurance Certification, LLC in the amount of \$500.00 per year for additional services. (2025 approved budgeted item)
- 5.7 Mya Toon - Vote to ratify the approval for the Grant Award for Lycoming County Victim Witness Services from PCCD in the amount of \$122,201.00.
- 5.8 Jason Yorks – Vote to approve the Amendment to the Agreement with Quality Air Mechanical to extend the terms of the Agreement to December 31, 2025. (2025 approved budgeted item)
- 5.9 Jason Yorks – Vote to approve the Amendment to the Agreement with Tulephocken Mountain Spring Water, Inc. extending the terms of the Agreement to December 31, 2025. (2025 approved budgeted item)
- 5.10 Jason Yorks – Vote to approve the Amendment to the Agreement with Cummins Inc. extending the terms of the Agreement for a period of six months. (2025 approved budgeted item)

- 5.11 Jason Yorks –Vote to approve the Amendment to the Agreement with Professional Petroleum Service Company extending the terms of the Agreement to December 31, 2027 (2025 approved budgeted item)
- 5.12 Jason Yorks – Vote to approve the Amendment to the Agreement with Equipment Depot of Pennsylvania, Inc. extending the term of the Agreement to March 31, 2025. (2025 approved budgeted item)
- 5.13 Ken George – Vote to approve the Agreement with Icon Fire Solutions, LLC. In the amount of \$850.00 to replace the basement Zone Flow Switch on the Fire Sprinkler System at TSP. (2025 approved budgeted item).
- 5.14 Ken George – Vote to approve the Agreement with Icon Fire Solutions, LLC. In the amount of \$445.00. (2025 approved budgeted item)
- 5.15 Monica Fox – Vote to approve Amendment #1 to the Subrecipient Agreement with Montoursville Borough for the reallocation of \$1,837.30 CDBG FFY 22 funds.
- 5.16 Maleick Fleming – Vote to approve the Amendment to the Agreement with Barton & Loguidice. (2025 approved budgeted item)
- 5.17 Kelsey Green – Vote to approve the MOU with Hepburn Township for the PHARE 2015 Acquisition /demolition of one property in the amount of \$165,000.00. (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 27, 2025 at 10:00 A.M. in the Commissioner’s Board Room, 3rd Floor, 33 West Third Street, Williamsport, PA 17701.

ATTACHMENT (A)

PERSONNEL ACTIONS:

Planning and Community Development - Jenny Picciano, Director, 14, Full-Time, \$89,520 per year, 75 Hours per Pay Period, Effective date: February 16, 2025.

Adult Probation – Sara Johns, EBP Coordinator/Acting Pretrial Probation Officer Supervisor, 9, Full Time, \$33.416566 per hour, 80 Hours per Pay Period, Effective date: February 3, 2025.

Adult Probation – Kennedie Bahr, AP2, Union, Full Time, \$24.5346 per hour, 80 hours per Pay Period, Effective date: February 16, 2025.

Pre-Release Center – Riley Hoy, Resident Supervisor, Union, Part-Time, \$19.20 per Hour, Not to exceed 1000 Hours Annually, Transfer Date: February 16, 2025.

Prison – Nicholas Vognetz, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: February 24, 2025.

Prison – Monica Laird, Lieutenant, 10, Full-Time, \$30.777327 per Hour, 80 Hours per Pay Period, Anticipated Transfer Date: March 30, 2025.

Domestic Relations – Nathaniel Casper Miller, 4, Full-Time, \$15.46524 per Hour, 75 Hours per Pay Period, Anticipated Transfer date: February 16, 2025.