

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
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COUNTY of LYCOMING
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**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, APRIL 3, 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 BID OPENING

- 2.1 Nicki Gottschall - Open the following bids:
 - On-Call Civil and Construction Engineering Services
 - Engineering Services at the Lycoming County Landfill 2025

3.0 REPORTS

- 3.1 Nicki Gottschall – Vote to approve accounts payable cash requirement report for invoices due through 4/9/25 to be paid on 4/2/25 in the amount of \$876,567.56.

4.0 INFORMATION ITEMS

- 4.1 Rachele Abbott, President & CEO of STEP, Inc - Quarterly update
- 4.2 Mike Hagen – Elected Officials Personnel Actions:
 - Courts/MDJ Biichle – Rachel Smith, Magisterial District Court
Administrative Specialist, 5, Full-Time, \$18.1125 per hour, 75 hours per
Pay Period, Anticipated Start Date: April 21, 2025

Recess Commissioners' Public Meeting for the Salary Board

5.0 SALARY BOARD

- 5.1 Convene Salary Board.
- 5.2 Vote to approve the Salary Board minutes from the March 6, 2025 meeting.
- 5.3 Vote to approve the following Salary Board Actions:
 - Courts (DRO/APO)
Reclassify vacant Domestic Relations Officer (CBU, PG9) to an Adult
Probation Administrative Case Officer (PG7)

- District Attorney
Reclassify PT DUI Center Position to FT Special Detective Coordinator (non-union position at a salary of \$25.00/hour)
- Commissioner's Office
Delete Administrative Coordinator Position from the TDA
- Planning & Community Development
Delete Clerk III (PG4) from TDA
Add Administrative Coordinator position (PG6) to the TDA
- Financial Management
Remove Financial Analyst, PG9 from TDA
Add Administrative Specialist, PG 5, to the TDA

5.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

6.0 ACTION ITEMS

- 6.1 Michael Hagen – Vote to approve the Amendment to the Agreement with Luminaire Health. (2025 approved budgeted item).
- 6.2 Mya Toon – Vote to appoint Michael Hagen as Chief Clerk.
- 6.3 Mya Toon – Vote to approve the Amendment to the Agreement with National Medical Services, Inc. (2025 approved budgeted item)
- 6.4 Mya Toon – Vote to award the cattle grazing bid to Lorson Angus Farms in the amount of \$3,001.00.
- 6.5 Mya Toon – Vote to approve the Amendment to the Agreement with KL Davis Polygraphs LLC. (2025 approved budgeted item)
- 6.6 Mya Toon – Vote to ratify the agreement with Allison Crane & Rigging.
- 6.7 Mya Toon – Vote to approve the Agreement with Keller Partners & Company PSA in the amount of \$184,800.00. (2025 approved budgeted item)
- 6.8 Nancy Schenck– Vote to approve the YLS Usage Agreement with the Pennsylvania Juvenile Judges Court. (2025 approved budgeted item)
- 6.9 Jason Yorks -Vote to approve the Amendment to the Agreement with Weld-Tec Service and Sales. (2025 approved budgeted item)
- 6.10 Jason Yorks – Vote to approve the 903 Grant Application for CY 2024.
- 6.11 Ken George – Vote to approve the Amendment to the Agreement with Port Elevator, Inc. (2025 approved budgeted item)

- 6.12 Ken George –Vote to approve the Amendment to the Agreement with Evergreen Cleaning Co. in the amount of \$5,620.00. (2025 approved budgeted item)
- 6.13 Ken George – Vote to approve the Agreement with Monitronics International, Inc. (2025 approved budgeted item)
- 6.14 Kelsey Green – Vote to approve the Period of Performance extension for the EDA Grant for the Williamsport Cross Pipe Rehabilitation. (2025 approved budgeted item)

7.0 COMMISSIONER COMMENT

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.

9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, April 10th, 2025 at 10:00 A.M. in the Commissioner’s Board Room, 3rd Floor, 33 West Third Street, Williamsport, PA 177