

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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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
THURSDAY, APRIL 3, 2025  
10:00 A.M.**

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

- Add to Agenda Item 6.2: effective 03/31/2025

**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 Rachelle 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, effective 03/31/2025.
- 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, 3<sup>rd</sup> Floor, 33 West Third Street, Williamsport, PA 177