

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



COUNTY OF LYCOMING
48 West Third Street
Williamsport Pennsylvania 17701
Telephone (570) 320-2124
Fax (570) 320-2127

CHRISTOPHER H. KENYON
Solicitor

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

**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING AGENDA
THURSDAY, APRIL 17, 2025
10:00 A.M.**

ADDITIONS/REVISIONS TO AGENDA NOT PREVIOUSLY POSTED

Add Agenda item 5.0 Personnel Actions

Correction to Personnel Actions: Resource Management – Gary Staggert, Deputy Director / Operations Manager /Acting Director of Resource Management, 13, Full Time, \$86,434.2045 ~~per hour~~, per year, 80 Hours per Pay Period, Effective date: April 13, 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
- 1.6 Mark Lipka – 811 Proclamation

2.0 REPORTS

- 2.1 Nicki Gottschall – Vote to approve accounts payable cash requirement report for invoices due through 4/23/25 to be paid on 4/16/25 in the amount of \$2,514,530.20.

3.0 INFORMATION ITEMS

- 3.1 Mike Hagen – Elected Officials Personnel Actions:
 - District Attorney/Processing Center- Ray Kontz, Processing Detective, 9, Full-Time, \$52,000 per year, 80 hours per pay period, Effective transfer date: April 27, 2025
 - Sheriff- John Ottaviano, Deputy Sheriff 114, SD, Full-Time, \$22.63 per hour, 80 hours per pay period, Effective Promotion Date: April 13, 2025
- 3.2 Mya Toon – Acknowledge that the County will be accepting bids for Emergency Watershed Protection projects.
- 3.3 Mya Toon – Acknowledge that the County is requesting bids for Plunkett Creek Blockhouse and Little Pine Creek's Fish Habitat project.

Recess Commissioners' Public Meeting for the Salary Board

4.0 SALARY BOARD

- 4.1 Convene Salary Board.
- 4.2 Vote to approve the Salary Board minutes from the April 10, 2025 meeting.
- 4.3 Vote to approve the following Salary Board Actions:
 - Controller's Office
 - Remove Office Manager form the TDA
 - Add PT Administrative Assistant position to TDA
- 4.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

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 (B).

6.0 ACTION ITEMS

- 6.1 Nicki Gottschall – Vote to approve the Recreation Authority Audit Engagement Letter with Baker Tilly in the amount of \$12, 200.00. (2025 approved budgeted item).
- 6.2 Forrest Lehman – Vote to approve the Polling Place and ADA Construction Agreement with Montoursville Borough to complete ADA compliance improvements in the estimated amount of \$11,000.00. (2025 approved budgeted item)
- 6.3 Nancy Schenck– Vote to approve the Amendment to the Agreement with Adelphoi Village (2025 approved budgeted item)
- 6.4 Ken George – Vote to approve Change Order # 5 with Keystruck Construction LLC in the amount of \$2,822.82. (2025 approved budgeted item)
- 6.5 Ken George – Vote to approve the Change Order # 4 with Keystruck Construction in the amount of \$11,879.70. (2025 approved budgeted item)
- 6.6 Mya Toon – Vote to approve the Sponsorship Agreement with Williamsport Crosscutters in the amount of \$3,102.50.

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 24th, 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:

Adult Probation – Sara Johns, EBP Coordinator/Acting Bail Release Supervisor, 9, Full Time, \$33.75073166 per hour, 80 Hours per Pay Period, Effective date: April 13, 2025.

Pre-Release Center – Judy Lohman, Resident Supervisor, Union, Full-Time, \$19.20 per Hour, 80 Hours per Pay Period, Anticipated Start Date: April 28, 2025.

Prison – Jacob Yorks, Correctional Officer, Union, Part-Time, \$21.4245 per Hour, Not to exceed 1000 hours annually, Anticipated Transfer Date: May 11, 2025.

Resource Management – Gary Staggert, Deputy Director / Operations Manager /Acting Director of Resource Management, 13, Full Time, \$86,434.2045 ~~per hour~~, per year, 80 Hours per Pay Period, Effective date: April 13, 2025.