

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, JUNE 5, 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 PRESENTATION

- 2.1 Economic Development
- 2.2 Press Release

3.0 REPORTS

- 3.1 Nicki Gottschall – Vote to approve accounts payable cash requirement report for invoices due through 6/11/25 to be paid on 6/4/25 in the amount of \$570,493.76.
- 3.2 Nicki Gottschall – Vote to approve the payments for the primary election in the amount of \$87,041.60 to be paid on June 4, 2025.
- 3.3 Nicki Gottschall – Vote to approve the credit card cash requirement report of purchases from 04/24/2025 through 05/26/2025 in the amount of \$4,243.61

4.0 INFORMATION ITEMS

- 4.1 Mike Hagen – Elected Officials Personnel Actions:
 - District Attorney - Taylor Watkins, Clerk III, 4, Full-Time, \$15.4508 per Hour, 75 Hours per Pay Period, Anticipated Start Date: June 9, 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 May 15, 2025 meeting.

5.3 **Planning and Community Development**

Eligible Departments:

Transportation

Community and Development Planning

Planner I to Planner II Criteria (5% salary increase):

1. 3 years of continual service with the Lycoming County Planning & Community Development Department (waived upon external experience).
2. Obtains and maintains professional certifications.
 - a. Zoning Administrator – CFM
 - or
 - b. Hazard Reduction Planner – CFM
3. No improvement plans in place or within previous 2 years.
4. No current internal investigations leading to suspension or termination.
5. No suspensions within the past 3 years.
6. Recommendation from the Director, Lycoming County Planning & Community Development.

Planner II to Planner III Criteria (5% salary increase):

1. 6 years of continual service with the Lycoming County Planning & Community Development Department or 4 years of continual service plus a Master's Degree.
2. Obtains and maintains professional certifications.
 - a. Zoning Administrator – CFM
 - or
 - b. Hazard Reduction Planner – CFM
 - plus
 - c. American Institute of Certified Planners (AICP)
3. No improvement plans in place or within previous 2 years.
4. No current internal investigations leading to suspension or termination.
5. No suspensions within the past 3 years.
6. Recommendation from the Director, Lycoming County Planning & Community Development.

5.4 Adjourn Salary Board.

Reconvene Commissioners' Public Meeting

6.0 PERSONNEL ACTIONS

- 6.1 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).

Recess Commissioners' Public Meeting for the Board of Assessment Revisions

7.0 BOARD OF ASSESSMENT REVISIONS

- 7.1 Convene Board of Assessment Revisions.

- 7.2 Brooke Wright – Approve the following real estate tax refunds:
- 26-011-303 LoJon Property LLC - \$1914.28
- 7.3 Brooke Wright - Vote to Approve real estate exonerations.
- 7.4 Adjourn Board of Assessment Revisions.

Reconvene Commissioners' Public Meeting

8.0 ACTION ITEMS

- 8.1 Mya Toon – Vote to approve MOU and financial commitment and the first addendum to the MOU and financial commitment.
- 8.2 Mya Toon – Vote to award the bid for Plunketts Creek Fish Habitat Project to CUZ Excavating, LLC in the amount of \$81,000.00 (2025 approved budgeted item)
- 8.3 Mya Toon – Vote to ratify the PCoRP grant Application in the amount of \$30,000.00.
- 8.4 Charles Kiessling – Vote to approve the purchase of GE 64 slice CT scanner with a one-year warranty from Advanced Detection Solutions in the amount of \$210,500.00 (LSA grant has been secured to cover the purchase)
- 8.5 Mike McMunn – Vote to approve the purchase of flags from U.S. Flagmaker in the amount of \$16,891.00. (2025 approved budgeted item)
- 8.6 Adrienne Stahl – Vote to approve the Agreement with Lauren Appolonia, Esq. (2025 approved budgeted item)
- 8.7 Maleick Fleming – Vote to approve the Amendment to the Agreement with Lycoming-Clinton counties Commission for Community Action (STEP) Inc. Urgent Need (PHARE 2022/2023). (2025 approved budgeted item)
- 8.8 Maleick Fleming – Vote to approve Resolution 2025-11 - Regional Solid Waste Plan Adoption.

9.0 COMMISSIONER COMMENT

10.0 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.

11.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, June 12th, 2025 at 10:00 A.M. in the Commissioner's Board Room, 3rd Floor, 33 West Third Street, Williamsport, PA 17701

Please note that there will be No Public Meeting on July 3, 2025

ATTACHMENT (A)

PERSONNEL ACTIONS:

Facilities Management – Cary Ruffner, Custodial Worker, 3, Full-Time, \$13.5456 per Hour, 75 Hours per Pay Period, Anticipated Start Date: June 16, 2025.

Public Safety / 9-1-1 Center – Megan Strassner, Telecommunicator II, 8, Full-Time, \$21.05158 per Hour, 80 Hours per Pay Period, Effective Date: May 24, 2025.

Public Safety / 9-1-1 Center – Adam Malek, Telecommunicator II, 8, Full-Time, \$21.05158 per Hour, 80 Hours per Pay Period, Effective Date: May 24, 2025.

Pre-Release Center – Kristie Holmes, Resident Supervisor, Union, Full-Time, \$19.20 per Hour, Not to Exceed 1000 Hours Annually, Anticipated Start Date: June 9, 2025.

Prison – Curtis Bigelow, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: June 16, 2025.

Prison – Tara Stackhouse, Correctional Officer, Union, Full-Time, \$20.00 per Hour, 80 Hours per Pay Period, Anticipated Start Date: June 16, 2025.

Resource Management Services – Michael Wilson, Recycling Laborer, 4, Full-time, \$14.50 per Hour, 80 Hours per Pay Period, Anticipated Start Date: June 16, 2025.

Resource Management – Zachary Miller, Work Crew Foreman, 6, Full-Time, \$17.5236 per Hour, 80 Hours per Pay Period, Effective Date: June 8, 2025.