

12/19/2024 Minutes

Chairman Scott Metzger called the meeting of the Lycoming County Salary Board to order at 10:12 am, Thursday, December 19, 2024 in the Commissioners' Board Room, third floor, Third Street Plaza. Other board members present included: Commissioner Marc Sortman, Commissioner Mark Mussina, and Deputy Controller Nicki Gottschall.

Commissioner Mussina made a motion to approve the December 12, 2024 minutes as submitted. Commissioner Sortman seconded the motion and it passed unanimously.

The following actions were presented for salary board action:

- Sheriff's Office – TDA Title Changes (no pay grade changes):
  - Administrative Specialist to Office Manager
  - Clerk IV to Administrative Specialist Supervisor Civil Process
  - Clerk III to Administrative Specialist – License to Carry/Receptionist
  - Clerk III to Administrative Specialist – Real Estate
  - Clerk III to Administrative Specialist – PFA & Personal Property
  - Clerk III to Administrative Specialist – Warrant Control
  - PT Clerk III to Administrative Specialist – Warrant Control/LTC

Commissioner Mussina made a motion to approve. Commissioner Sortman seconded the motion and it passed unanimously.

• Sheriff – Add Clerk III Administrative Specialist - Real Estate PG 4 (this was previously removed in October in anticipation for the 2025 budget; however, it was agreed to be added at a Budget Meeting with the Sheriff). Commissioner Mussina made a motion to approve, Commissioner Sortman seconded the motion and it passed unanimously.

• Sheriff – Re-Add Clerk III Administrative Specialist - License to Carry/Receptionist (this was previously removed in a clerical error). Commissioner Mussina made a motion to approve, Commissioner Sortman seconded the motion and it passed unanimously.

• Public Defender – Add 2<sup>nd</sup> Deputy Public Defender \$85,000.00 starting salary to be increased to \$90,000.00 after death penalty case certification is earned. Commissioner Mussina made a motion to approve, Commissioner Sortman seconded the motion and it passed unanimously.

• Public Defender – Add Clerk III PG 4. Commissioner Mussina made a motion to approve, Commissioner Sortman seconded the motion and it passed unanimously.

The meeting was adjourned 10:16 am.

Respectfully submitted by:

