

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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COUNTY of LYCOMING  
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WILLIAMSPORT, PA 17701

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**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING MINUTES  
THURSDAY, JANUARY 18, 2024  
10:00 A.M.**

**Present: Commissioner Metzger, Commissioner Sortman, Commissioner Mussina,  
Director Matthew McDermott, and Solicitor Christopher H. Kenyon.**

**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

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

- 1.5 Public Comment on Agenda Items Only

**None**

**2.0 REPORTS**

- 2.1 Kalen Barnes – Vote to ratify invoices due through 1/24/24 to be paid on 1/17/24.

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

**3.0 PERSONNEL ACTIONS**

- 3.1 Matthew McDermott – 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).

**Mr. McDermott advised that the start date for Scott Henry is being amended to: TBD pending act 57 certification.**

**Mr. Mussina moved to approve with amended start date. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

***Recess Commissioners' Public Meeting for the Salary Board***

**4.0 SALARY BOARD**

**-SEE MINUTES FOR SALARY BOARD ON CONTROLLER PAGE AT LYCO.ORG**

- 4.1 Convene Salary Board.
- 4.2 Matthew McDermott – Vote to approve the 2024 Salary Schedule retroactive to 1/2/2024.
- 4.3 Matthew McDermott – Vote to approve the following salary board actions as outlined in Attachment (B).

4.4 Adjourn Salary Board

*Reconvene Commissioners' Public Meeting*

**5.0 TDA ACTIONS**

5.1 Matthew McDermott – Vote to approve 2024 TDA.

**Missed – will request approval at next public meeting.**

5.2 Matthew McDermott – Approve the following TDA actions as outlined in Attachment (C).

**Mr. Mussina moved to approve with correction of typo mistake (from 1.25 to \$3.30 per page). Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

*Recess Commissioners' Public Meeting for the Board of Assessment Revisions*

**6.0 BOARD OF ASSESSMENT REVISIONS**

6.1 Convene Board of Assessment Revisions.

6.2 Brooke Wright – Approve the following real estate tax refunds:

- 52-001-306 – Matthew J Whipple - \$346.24

**Ms. Wright explained the Veterans refund process. Me. Whipple will be granted a partial exemption for the half of the duplex he resides in.**

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

6.3 Adjourn Board of Assessment Revisions.

*Reconvene Commissioners' Public Meeting*

**7.0 ACTION ITEMS**

7.1 Tanya Collins – Vote to approve Amendment to Agreement with West Branch Regional Authority (2020 CDBG funds).

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.2 Tanya Collins – Vote to approve Budget Revision Certification in the amount of \$36,005.63 (2019 CDBG funds).

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.3 Tanya Collins – Vote to approve Subrecipient Agreement with West Branch Regional Authority in the amount of \$42,672.63 (2021 CDBG funds).

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.4 Matthew McDermott – Vote to approve the appointment of the following individuals to the Lycoming Library Board for a 3-year term, ending on December 31, 2026:

- John Confer of the James V. Brown Library
- Dennis Correll of the Dr. W. B. Konkle Memorial Library
- Diane Eck of Jersey Shore Public Library
- Diane Schneck of Muncy Public Library
- Larry Stout of Montgomery Area Public Library
- Mark Mussina, County Commissioner

**Mr. Sortman moved to approve. Mr. Mussina 2nd the motion. Approved 3-0**  
**Mr. Metzger thanked all those serving on the Library boards. Their service to the community is appreciated. This is an important role bringing further education to entire communities.**

**Mr. Mussina commented that the County is blessed to have the extensive Library System that we have as many parts of the country do not. He encouraged people to use the library services and not take it for granted.**

7.5 Mya Toon – Vote to approve all outstanding 2023 legal ad notices with the Sun-Gazette (2023 budgeted item)

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.6 Mya Toon – Vote to approve all 2024 legal ad notices with the Sun-Gazette (2024 budgeted item).

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.7 Mya Toon – Vote to approve Agreement with National Medical Services, Inc d.b.a NMS Labs in an amount not to exceed \$250,000.00 (2024 budgeted item).

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.8 Mya Toon – Vote to approve Certification of County Funds for 2024 Agriculture Land Preservation Program in the amount of \$62,126.00 (2024 budgeted item).

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.9 Austin Daily – Vote to approve Amendment to Agreement with Kevin Raker Construction, LLC (2024 budgeted item).

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.10 Austin Daily – Vote to approve Amendment to Agreement with Bassett Engineering, Inc (2024 budgeted item).

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

7.11 Gary Staggert for Jason Yorks – Vote to approve Residual Waste Disposal Agreement with Andritz, Inc. (2024 budgeted item).

**Mr. Mussina moved to approve. Mr. Sortman 2<sup>nd</sup> the motion. Approved 3-0**

## **8.0 COMMISSIONER COMMENT**

**Mr. Metzger asked the public to be patient with the construction that is taking place at Third Street Plaza.**

**Mr. Mussina asked the public to remember to check on their neighbors and the elderly with the cold weather coming and with snow removal.**

## **9.0 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.

**None**

**You Tube Comments:**

Thomas Adams good morning commissioners, I regret not being there; I suppose the work on the levee will take a bit longer than anticipated? I think it is terrific how the county took the lead on this extremely

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Thomas Adams important issue. Hopefully it will stay within budget...more importantly, it is done accurately and efficiently. Thank-you again for taking the lead on this, (previous and current boards). I also,

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Thomas Adams encourage all county residents to keep the Seese and Dailey families, friends and

Ron's fiancé in our prayers

**10.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, January 25, 2024, at 10:00 A.M. in the Commissioner's Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

*To View This Meeting Click on The Link Below:*

*<https://www.youtube.com/watch?v=xkqRgf9Mpm4>*

## ATTACHMENT (A)

### **PERSONNEL ACTIONS:**

- District Attorney's Office – Scott Henry, Assistant County Detective, Part-Time Replacement, \$29.58 per hour, not to exceed 1,000 hours annually, Start Date: January 22, 2024.
- Department of Public Safety – William Miller, EMS Program Manager, Full-Time Replacement, \$48,952.80 per year, 75 hours per Pay Period, Transfer Date: January 21, 2024.

## ATTACHMENT (B)

### **SALARY BOARD ACTIONS:**

- Courts: Request to reclassify Full-Time, 75 hours per Pay Period, Court Reporters to a Paygrade 9, retroactively effective to 1/1/2024
  - Erica Gardner
  - Camala Jordan
  - Paula Singer
  - Lisa Wertman
  - Linda Wettlaufer
- Increase compensation for original orders and transcripts (from \$1.25 to \$2.20 per page) and eliminate compensation for copies (\$.30/\$.95 per page), retroactively effective to 1/1/2024.
- Human Resources: – Request to eliminate Part-Time Human Resources Business Partner, Paygrade 12.
- Human Resources: Request to eliminate the Director of Human Resources position, Paygrade 13.
- Human Resources: Request to add a Senior Human Resources Business Partner, Paygrade 14.
- Human Resources: Request to reclassify the Benefits Specialist position to a Paygrade 8, and retitle to Sr. Benefits Specialist.
- Human Resources: Request to reclassify the Human Resources Generalist to a Paygrade 7, and retitle to Sr. Human Resources Generalist.

## ATTACHMENT (C)

### TDA ACTIONS:

- Courts: Request to reclassify Full-Time, 75 hours per Pay Period, Court Reporters to a Paygrade 9, retroactively Effective to 1/1/2024
  - Erica Gardner
  - Camala Jordan
  - Paula Singer
  - Lisa Wertman
  - Linda Wettlaufer
- Increase compensation for original orders and transcripts (from \$1.25 to \$2.20 per page) and eliminate compensation for copies (\$.30/\$.95 per page), retroactively effective to 1/1/2024.
- Human Resources: – Request to eliminate Part-Time Human Resources Business Partner, Paygrade 12.
- Human Resources: Request to eliminate the Director of Human Resources position, Paygrade 13.
- Human Resources: Request to add a Senior Human Resources Business Partner, Paygrade 14.
- Human Resources: Request to reclassify the Benefits Specialist position to a Paygrade 8, and retitle to Sr. Benefits Specialist.
- Human Resources: Request to reclassify the Human Resources Generalist to a Paygrade 7, and retitle to Sr. Human Resources Generalist.