

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 MINUTES  
THURSDAY, FEBRUARY 8, 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

**KeystoneChiefFirs**

- 1.6 Proclamation: FBLA Week

**Mr. Timothy Dersham, FBLA Adviser thanked the Commissioners for the Proclamation on behalf of the Jersey Shore Area High School and the FBLA. Mr. Dersham stated that it is an awesome organization and the students make the organization run. They are involved in all sorts of activities in the community helping local people in need as well as in the classroom. It is up to the next generation to provide great leaders and they are doing their part to help prepare them.**

**2.0 REPORTS**

- 2.1 Kalen Barnes – Vote to ratify invoices due through 2/14/24 to be paid on 2/7/24 in the amount of \$1,356,556.53.

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

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

**4.0 SALARY BOARD - Salary board minutes can be found on lyco.org>Elected Officials >Controller**

- 4.1 Convene Salary Board.
- 4.2 Matthew McDermott – Vote to approve Salary Board Minutes of the Previous Meeting, February 1, 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 – Approve the following TDA actions as outlined in Attachment (C)

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

**6.0 ACTION ITEMS**

- 6.1 Kristin McLaughlin – Vote to approve Beneficiary Agreement with Alabaster Coffee Roaster & Tea Co in the amount of \$50,000.00 (ARPA funds).

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

- 6.2 Jeff Hutchins – Vote to approve the following Lycoming County Local Emergency Planning Committee (LEPC) Membership Applications:
  - Marc Sortman: Elected Official
  - Stacey Folk: Emergency Management
  - Jon Mackey: Emergency Management
  - William Miller: EMS & Health Provider, Emergency Management and Firefighting.
  - Charles Whitford: EMS & Health Provider, Emergency Management and Firefighting.

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

- 6.3 Jeff Hutchins – Vote to approve Motorola Solutions Quote in the amount of \$959,123.37 (ARPA funds).

Mr. Hutchins announced that they were able to negotiate a 2% discount which brings the total down to \$939,940.90

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

**Mr. Metzger thanked all the volunteers and asked that the public to support their local volunteer fire companies in any way they can either by volunteering or supporting their fund-raising efforts.**

**Mr. Hutchins added that there are many volunteer opportunities available with the fire companies in addition to fire fighting such as administrative duties, accounting, business skills, etc.**

6.4 Maleick Fleming – Vote to approve Amendment to Subrecipient Monitoring Agreement with STEP, Inc. (2022 PHARE funds).

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

## **7.0 COMMISSIONER COMMENT**

**Mr. Metzger announced that the decision on the court case with the Controller came down. As a Board they have discussed this and agree that moving forward they want to work with the Controller's office and will not be appealing the decision. An appeal would not be in the best interest of the County. The staff have been put back where they were prior to the law suit. We feel looking forward that the relationship will be a cooperative one and are looking forward to that.**

**Ms. Rogers agreed. She added that we are all elected officials, elected by the citizens of the County to do a job, whatever that specific job is, we are all on the same level, lets all do our jobs and get the job done. I am looking forward to being able to do that.**

**Mr. Sortman voiced his opinion that he thinks this is a good thing. It puts all the financial components in one area and streamlines the process.**

**Mr. Mussina offered that as these changes take place they are all aware that there may be obstacles to overcome. We all need to work together to get the process right so it will run smoothly.**

**Ms. Rogers offered that this is the first step in the right direction. Per Ms. Rogers, we now have open lines of communication. We can now move forward. As we hit bumps, as long as we have communication we can work them out.**

**All voiced that they agree to put the past behind them and work together to move forward.**

## **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.

**Tom Adams, Williamsport – Mr. Adams commented that it was good to see that the Commissioners and Controller plan to work together. Mr. Adams read a proverb. He commented on the FBLA and the importance of clubs like this in our schools. Mr. Adams acknowledged Black History Month and referenced Frederick Douglas's autobiographies. Mr. Adams shared his belief that the most effective programs are faith based such as the Rescue Workers.**

**Bruce Clark – Muncy – Mr. Clark gave the Commissioners a copy of an article about the Police Department in Potter County which was disbanded. Per Mr. Clark, this article reaffirms his belief that there is a need to regionalize the police departments in the County. Mr. Clark reiterated that this is becoming a problem all across the state. He asked the**

**Commissioners to address this issue and look into creating a county wide police department.**

**Mr. Sortman responded to Mr. Clarks comments. He informed Mr. Clark that when you look at the State Police they are the regionalization in many ways. The conversation would need to look at County or State. Per Mr. Sortman the biggest struggles in the conversations are egos, financial and personnel. He informed Mr. Clark that the Commissioners are willing to look at all types of regionalization.**

#### **YOU TUBE PUBLIC COMMENT**



KeystoneChiefFirs



KeystoneChiefFirst

#### **9.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, February 15, 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=5GlJ8c8rKeY>***

## ATTACHMENT (A)

### PERSONNEL ACTIONS:

- Information Services – Thomas Hook, Senior Technology Administrator, Full-Time Replacement, \$72,800.00 per year, 75 hours per Pay Period, Anticipated Start Date: February 20, 2024.
- Purchasing – Lisa Ames, Procurement and Grant Officer, Full-Time Replacement, \$43,602.00 per year, 75 hours per Pay Period, Anticipated Transfer Date: February 18, 2024.
- Domestic Relations – Angelica Turner, Clerk III, Full-Time Replacement, \$14.58 per hour, 75 hours per Pay Period, Anticipated Transfer Date: February 18, 2024.
- District Attorney – Julie Morlock, Paralegal, Full-Time Replacement, \$19.47 per hour, 75 hours per Pay Period, Anticipated Transfer Date: February 18, 2024.
- Prison – Sharif Mercer, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Transfer Date: March 3, 2024.
- Resource Management Services – Donald Heverly, Recycling Laborer, Full-Time Replacement, \$14.50 per hour, 80 hours per Pay Period, Anticipated Start Date: 2/20/2024.
- Controller’s Office – Emily Snyder, Accountant I, Lateral Position Transfer, \$50,714.63 per year, 75 hours per Pay Period, Anticipated Transfer Date: February 18, 2024.
- Controller’s Office – Lori Weston, Lead Fiscal Technician, Lateral Position Transfer, \$27.39 per hour, 75 hours per Pay Period, Anticipated Transfer Date: February 18, 2024.
- Controller’s Office – Desierre Higley, Payroll/AP Specialist, Lateral Position Transfer, \$20.17 per hour, 75 hours per Pay Period, Anticipated Transfer Date: February 18, 2024.
- Information Services – Christopher Dalla Piazza, Senior Software Analyst, Full-Time Replacement, \$72,800 per year, 75 hours per Pay Period, Effective Date: February 18, 2024.
- Information Services – Bruce Musheno, Technical Analyst, Full-Time Replacement, \$63,250.00 per year, 75 hours per Pay Period, Effective Date: February 18, 2024.
- Information Services – John Noble, Technical Analyst, Full-Time Replacement, \$62,150.00 per year, 75 hours per Pay Period, Effective Date: February 18, 2024.
- Information Services – Timothy Schaffer, Technical Specialist, Full-Time Replacement, \$26.50 per hour, 75 hours per Pay Period, Effective Date: February 18, 2024.

- Information Services – Douglas Boyles, Technical Specialist, Full-Time Replacement, \$26.31 per hour, 75 hours per Pay Period, Effective Date: February 18, 2024.
- Information Services – Clayton Keefer, Technical Specialist, Full-Time Replacement, \$24.46 per hour, 75 hours per Pay Period, Effective Date: February 18, 2024.
- Information Services – Nicholas Nemeth, Software Specialist, Full-Time Replacement, \$24.00 per hour, 75 hours per Pay Period, Effective Date: February 18, 2024.
- Information Services – Ronald Weaver, Technical Specialist, Full-Time Replacement, \$26.31 per hour, 75 hours per Pay Period, Effective Date: February 18, 2024.

## ATTACHMENT (B)

### **SALARY BOARD ACTIONS:**

- Resource Management Services – Request to reclassify the following employee/position from Exempt to Non-Exempt.
  - Kristin Perez, Resource Recovery Assistant Coordinator
  
- Request to approve the following employees for long-term vacancy coverage:
  - Commissioners’ Office: Marirose Neiman, Administrative Coordinator, Effective: November 13, 2023 until second position is filled.
  
  - District Attorney’s Office: Gabriella Wise, Juvenile Victim Witness Coordinator, Effective: Awaiting confirmation dates; period of 12 weeks.
  
- Transfer the following positions to the Controller’s Office:
  - Budget & Finance: Lead Fiscal Tech, Payroll/AP Specialist, Financial Technician, Accountant II, Accountant I, and Senior Accountant.
  
  - Transfer Date: 2/18/2024 in payroll system. Physical move will be as soon as possible.

## ATTACHMENT (C)

### **TDA ACTIONS:**

- Resource Management Services – Request to change the title of the following positions:
  - Resource Recovery Assistant Manager to Materials Recovery Facility Coordinator
  - Assistant Business Manager to Business Coordinator
  - Assistant Operations Manager to Operations Coordinator
  - Assistant Support Manager to Support Services Coordinator
  
- Budget and Finance – Request to transfer the following positions to the Controller’s Office:
  - Senior Accountant
  - Accountant II
  - Accountant I
  - Lead Fiscal Technician
  - Financial Technician
  - Payroll/AP Specialist