

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

Telephone (570) 320-2124
Fax (570) 320-2127

COUNTY of LYCOMING
48 WEST THIRD STREET
WILLIAMSPORT, PA 17701

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

**LYCOMING COUNTY BOARD OF COMMISSIONERS
PUBLIC MEETING MINUTES
THURSDAY, FEBRUARY 15, 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 2nd the motion. Approved 3-0

- 1.5 Public Comment on Agenda Items Only

No Comments

2.0 REPORTS

- 2.1 Kalen Barnes – Vote to ratify invoices due through 02/21/24 to be paid on 02/14/24 in the amount of \$939,121.64.

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 2.2 Kalen Barnes – Vote to ratify wire transfer bond payments to US Bank for payment on 2/12/24 in the amount of \$779,672.60.

Mr. Mussina moved to approve. Mr. Sortman 2nd 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 2nd 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 8, 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 2nd the motion. Approved 3-0

6.0 ACTION ITEMS

- 6.1 Tanya Collins – Vote to approve Budget Revision Certification in the amount of \$50.00 (2019 CDBG funds).

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 6.2 Tanya Collins – Vote to approve Subrecipient Agreement with Montoursville Borough in the amount of \$81,970.00 (2022 CDBG funds).

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 6.3 Tanya Collins – Vote to approve Amendment #2 to Subrecipient Agreement with Montoursville Borough (2020 CDBG funds).

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

- 6.4 Matthew McDermott – Vote to approve and reappoint the following individuals to the Agricultural Land Preservation Board:

- Larry Fry (3-year term 1/1/24-12/31/26)
- Marilyn Ely (3-year term 1/1/24-12/31/26)

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

Mr. Metzger thanked all those serving on the various boards in the County.

Mr. McDermott announced that there is still a vacancy on this board. Anyone that has a residential, commercial or construction experience would be a welcome asset.

- 6.5 Mya Toon – Vote to approve and award funds to the following outside agencies (2024 budgeted items):

- Lycoming County Airport = \$163,000.00
- Lycoming County Library System = \$1,386,387.21
- Law Enforcement Association = \$25,000.00
- Historical Society = \$20,000.00
- Ready Rosie Program = \$16,684.00
- Camp Cadet = \$3,000.00
- Lycoming County Senior Citizen = \$10,000.00

- American Rescue Workers = \$20,000.00
- Firetree Place = \$60,000.00
- Industrial Development Authority = \$3,000.00
- Community Arts Center = \$30,000.00

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0
Per Mr. Metzger's request Ms. Toon explained that the Airport funds are part of the RATC service that the County is required to provide for them. She is waiting for the information from the Airport to be emailed which provides a detailed report on the disbursement of the funds.

Mr. McDermott offered that this is part of the local match.

6.6 Mya Toon – Vote to approve the following Change Orders with J&M Construction Specialty, Inc. for TSP Renovations Project (2024 budget funds available):

- Change Order #1 = \$95,100.00
- Change Order #2 = (\$18,700.00) Credit
- Change Order #3 = \$3,019.00
- Change Order #4 = \$12,250.00

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

Ken George, Director of Facilities Maintenance provided an update on the construction of the 3rd and 4th floor of the Third Street Plaza building. They are meeting their time schedule and expect to be done in April.

Mr. Metzger informed everyone that they appreciate the team and everyone working together.

Mr. Mussina added that the staff appreciates the updates that Mr. George has provided. Mr. George also provided an update on the plumbing repair work at the court house. Per Mr. George they will begin digging on Monday and hopes the work will be done by the end of the week.

Per Mr. Metzger, this has been an ongoing problem for many years. They are thankful that the problem will be corrected.

6.7 John Lavelle – Vote to approve and award ARPA grant funds to the following Volunteer Fire Departments in the amount of \$98,777.28 (ARPA funds):

- Independent Hose = \$20,285.21
- Waterville VFC = \$36,357.41
- Antes Fort VFC = \$7,114.99
- Brown Township VFC = \$5,334.76
- Black Forest FC = \$3,809.34
- Citizens Hose/JSAEMS = \$25,875.57

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

Mr. Casey Lowmiller – Citizens Hose/JSAEMS explained that this is the culmination of a four-year project to upgrade their radio equipment. Mr. Lowmiller described the process they went through to obtain the grants, the need for the grant, and the balance needed that

will be covered by the ARPA funds. Mr. Lowmiller expressed that all the Fire Companies are extremely grateful for the assistance.

Mr. Metzger expressed their appreciation for all the first responders across the County and all that they do.

6.8 John Lavelle – Vote to approve and award ARPA grant funds to the Eastern Lycoming YMCA in the amount of \$100,000.00 (ARPA grant funds).

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

Todd Badger, Executive Director of the YMCA described the plans and costs of the renovations. He reviewed what will be added to the facility and why these additions are needed. Per Mr. Badger, these additions will be completed in three phases. He provided the Commissioners with additional printed information

Mr. Metzger commented on the many positive ways the YMCA impacts the community. This expansion will address many of the community's needs.

6.9 Jason Yorks – Vote to approve Citizens & Northern Bank Line of Credit Proposal in the amount of \$40,000,000.00 for Department of Environmental Protection (DEP) Post Closure requirements.

Mr. Mussina moved to approve. Mr. Sortman 2nd the motion. Approved 3-0

Mr. Yorks explained that this is part of DEP requirements Each year every landfill must provide a financial guarantee that if the landfill would close for any reason DEP would have the funds to close and maintain the facility. This is required of every landfill in the state of PA. This has been a team effort to get this to completion. Per Mr. Yorks, they are not taking or borrowing any money. RMS has the money to cover this amount. The number on the line of credit will fluctuate over time and is dependent on the areas of the landfill that are open and closed.

Ms. Seals, Comptroller, RMS added that this letter of credit gets reviewed yearly. The fee for the line of credit is covered by the interests on their investments.

Mr. McDermott reported that this is not a new fund. We have always been required to maintain closure and post closure funds. This is just packaged differently. It makes it easier for everyone working with it. It provides cleaner accounting and less tracking.

Bruce Smithcall, CNN Bank, reiterated that this was a team effort and everyone played an important role. CNN is grateful for the relationship they have with the County and look forward to continuing this relationship.

Jason Yorks, as part of the Independent Hose Company thanked the Commissioners for the funding for the various fire companies. Fire companies must do fund raisers just to survive. The cost of the equipment is astronomical. He also commented on the Lithium battery training he attended along with many Lycoming County Fire Companies and RMS staff. Per Mr. Yorks this was one of the best trainings he has ever attended and will be bringing more information to the next meeting.

Mr. Metzger encouraged all to support their local fire companies in any way you can.

Mr. Forrest Lehman, Director of Voter Services pointed out that many of the local fire companies allow their facilities to be used as polling places for the community.

7.0 COMMISSIONER COMMENT

No Comments

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 on people in authority taking bribes; the need to promote the importance of awareness of others and for communities to stand up for each other to help keep everyone safe; the importance of keeping the judges and magistrates safe while they are doing their job. He also spoke about Presidents day and encouraged people to look at history before believing what detractors are saying.

YOU TUBE PUBLIC COMMENT

No Comments

9.0 NEXT SCHEDULED MEETING

The next Commissioners Public Meeting will be held on Thursday, February 22, 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:

ATTACHMENT (A)

- Controller's Office – Emily Snyder, Accountant II, Full-Time Replacement, \$50,714.63 per year, 75 hours per Pay Period, Anticipated Transfer Date: February 18, 2024.
- Controller's Office – Lori Weston, Lead Payroll/AP Specialist, Lateral Transfer, \$27.39 per hour, 75 hours per Pay Period, Anticipated Transfer Date: February 18, 2024.
- Controller's Office – Kalen Barnes, Payroll/AP Specialist, Full-Time Replacement, \$19.78 per hour, 75 hours per Pay Period, Payroll Transfer Date: February 18, 2024, Physical move will be as soon as possible.
- District Attorney – Zoey Stauffenberg, Clerk III, Full-Time Replacement, \$14.58 per hour, 75 hours per Pay Period, Anticipated Start Date: March 4, 2024.
- Pre-Release – Autumn Shoemaker, Resident Supervisor I, Full-Time Replacement, \$18.64 per hour, 80 hours per Pay Period, Anticipated Start Date: March 11, 2024.
- Prison – Heather Harvey, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: February 25, 2024.
- Prison – Eric Shields, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: February 25, 2024.
- Prison – Caleb Blank, Bail Release Officer, Full-Time, \$27.05 per hour, 75 hours per Pay Period, 1% compensation increase due to receiving a certification, Retro Date: January 21, 2024.
- Resource Management Services – Andrew Weaver, Equipment Operator, Full-Time Replacement, \$20.70 per hour, 80 hours per Pay Period, Anticipated Start Date: February 20, 2024.

ATTACHMENT (B)

SALARY BOARD ACTIONS:

- Controller's Office – Request to reclassify the following positions:
 - Senior Accountant: Paygrade 10 to Paygrade 11, Effective: February 18, 2024
 - Accountant I: Paygrade 10 to Paygrade 9, Effective: February 18, 2024
- Budget and Finance – Request to reclassify the following position:
 - Financial Analyst: Paygrade 10 to Paygrade 9, Effective: February 18, 2024
- Sheriff's Office – Request to add the following positions:
 - (5) Full-Time Deputy Sheriffs, Effective: January 1, 2024
- Prison – Request to reclassify Bail Release positions from 75 hours per pay period to 80 hours per pay period, Effective: February 18, 2024

ATTACHMENT (C)

TDA ACTIONS:

- Controller's Office – Request to change the title of the following positions:
 - Lead Fiscal Technician to Lead Payroll/AP Specialist, Effective: February 18, 2024
 - Financial Technician to Payroll/AP Specialist, Effective: February 18, 2024

- Budget and Finance – Request to change the title of the following positions:
 - Senior Accountant to Financial Analyst, Effective: February 18, 2024

- Sheriff's Office – Request to add the following positions:
 - 5 Full-Time Deputy Sheriffs, Effective: January 1, 2024

- Prison – Request to reclassify Bail Release positions from 75 hours per pay period to 80 hours per pay period. Effective: February 18, 2024