

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 29, 2024  
10:00 A.M.**

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

**ADDITIONS/REVISIONS TO AGENDA NOT PREVIOUSLY POSTED**

- Add Salary Board Action:
  - Information Services – Request to remove the following position from the TDA:
    - Chief Information Officer/Director of Consolidated Services, Effective 03/03/2024

**Mr. McDermott requested to make the addition to the agenda not previously posted.**

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

**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

**William Fenderson, Woodward Township, commented that 2.0 on the agendas should read Treasurers report. It should list an open and closed balance and there should be a total number so the public knows where the County stands and the total number in place. He also indicated that this should be listed on the minutes.**

**2.0 REPORTS**

- 2.1 Kalen Barnes – Vote to ratify invoices due through 3/6/24 to be paid on 2/28/24 in the amount of \$1,795,936.57

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

**3.0 INFORMATION ITEMS**

- 3.1 Jeff Hutchins – The rollout of PulsePoint for public notification of CPR needed events. Presentation Attached

**Tony Bixby, Chief of Susquehanna Regional EMS thanked the Commissioners on behalf of UPMC and Susquehanna Regional EMS for the opportunity to partner together on this initiative. This initiative will help the general public, especially in rural areas respond to those needing CPR. He also reported that they worked with Susquehanna Foundation in cooperation with First Quality to purchase 180 AED's which will be distributed throughout Lycoming and Clinton County. These will be registered with the Pulse Point app along with a stop the bleed and Narcan kits.**

*Recess Commissioners' Public Meeting for the Salary Board*

**4.0 SALARY BOARD ACTIONS – SALARY BOARD MINUTES XA 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 22, 2024.
- 4.3 Matthew McDermott – Vote to approve the following salary board actions as outlined in Attachment (A).

*Reconvene Commissioners' Public Meeting*

**5.0 PERSONNEL ACTIONS**

- 5.1 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 (B).

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

**Mr. Sortman commented that it was great to see two promotions within the County and thanked both Mya and Kane for their hard work. Mr. Sortman further stated that this shows there is the potential for growth and advancement within the County. He also indicated that he is excited about the new management team that will be starting in the HR department.**

**Mr. Metzger thanked Leslie Kilpatrick and Mark Hulyo for the great job they have done leading the IS department. Their entire staff sent the Commissioners a card reporting what a good job they both have done leading the department. He also told Ms. Rogers she is getting a very detailed employee with Kane.**

**6.0 TDA ACTIONS**

- 6.1 Matthew McDermott – Approve the following TDA actions as outlined in Attachment (C)

**Mr. McDermott explained that the prior office of Budget & Finance and the Purchasing Office will be merged together and renamed the Office of Financial Management.**

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

## **7.0 ACTION ITEMS**

7.1 Matthew McDermott – Vote to appoint the following individual to the Lycoming County Planning Commission Board:

- Brian Shearer (4-Year Term: 1/1/2024 to 12/31/2027)

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

**Mr. Metzger thanked Mr. Shearer for stepping forward to serve on the Planning Commission Board. He extended his thanks to all the volunteers who serve on the various Authority Boards.**

7.2 Matthew McDermott – Vote to approve Agreement with Crime and Justice Institute, a division of Community Resources for Justice, Inc. in an amount not to exceed \$47,460.29 (Probation Restitution funds).

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

7.3 Mya Toon – Vote to approve Service Agreement with Justifacts Credential Verification, Inc. (2024 budget funds available).

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

7.4 Leslie Kilpatrick – Vote to approve annual support and communications services renewal for Adult Probation’s case management software in the amount of \$10,340.00 (2024 budgeted item).

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

**Mr. Metzger thanked Leslie for the excellent job she does.**

7.5 Mark Haas – Vote to approve Agreement with Kleinfelder (2024 budgeted item).

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

7.6 Austin Daily – Vote to approve a credit Change Order #1 with Kevin E. Raker Construction LLC for Bridge Bundle 4 in the amount of \$13,173.14 (2024 budgeted item).

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

7.7 Jenny Picciano – Vote to approve submission of a Letter of Intent for the River Walk Extension ARC POWER Grant.

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

7.8 Jenny Picciano – Vote to approve submission of the Green Streets, Green Jobs, Green Towns Grant to the Chesapeake Bay Trust in the amount of \$85,000 (pass through grant).

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

## **8.0 COMMISSIONER COMMENT**

**No Comments**

## **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.

**John Shireman, Jersey Shore, welcomed the new Commissioners. Mr. Shireman pointed out that there is a WAWA being built in Clinton County with private funds different that the one in Lycoming County that the city helped fund. Mr. Shireman asked what will happen to the Lycoming Mall redevelopment if the developer doesn't come up with the money for the needed sewer repairs. He also asked about the progress being made updating the polling places to make them ADA accessible and the bids to complete the work.**

**Mr. McDermott responded that the polling places have been divided into two groups. The first group bids have been submitted and they are working on agreements with each facility. The cost of the bids varies by location based on the specific changes needed at each.**

**Mr. Shireman asked Mr. Sortman if he is willing to expand on his prior comments that the previous board of Commissioners had overstepped its bounds and would like to see a rollback to the different news media in the area.**

**Mr. Sortman responded that he wasn't going to change anything that the prior Commissioners had voted on.**

**Mr. Shireman handed Mr. McDermott a Right to Know Request regarding the litigation between the County and the Controller. Mr. Shireman commented on a prior article in the Webb Weekly regarding the courts and election fraud. He suggested to the editor that they look at the 28-page ruling that was given after Rudy Giuliani came to town.**

**William Fenderson, Woodward Township welcomed the new Commissioners. Mr. Fenderson commented on the nonprofit schools that in his opinion get away with whatever they want, entities that buy property, knock buildings down and only pay taxes on the land. Mr. Fenderson pointed out that Lycoming County does not have a young population and older people can't afford to pay more taxes. He offered that there are older home owners that can't afford to get new roofs for their homes. Mr. Fenderson asked why the American Rescue Fund money can't be put in an escrow account to help people in need.**

**Mr. Metzger explained the Homes in Need program through STEP.**

**Mr. Fenderson countered that the program won't pay for roofs. Mr. Fenderson told the Commissioners that the County should set a precedent on how they do a treasurer's report and pointed out that there is a statue of laws that spell out what needs to be reported. He likened this reporting to the ADA act that he believes isn't being followed in new buildings. He hopes to see 2.0 on the agenda changed to Treasurer Report and documented properly.**

**Larry Stout, Montgomery. Mr. Stout told the Commissioners what an asset Ms. Toon is to the County and how she assisted them in finding grants and funding for projects for the Historical Society. Per Mr. Stout, Ms. Toon is committed to the community as well as her job.**

**Krista Rogers, Controller informed the public that the County is not required to publish a treasurer's report on a weekly basis. It is published annually. The report that is given are the bills that are paid weekly to get the public's approval. This is not required but is done for transparency. An option is to add the forms that are read to the agenda.**

**Mr. McDermott pointed out that what they present with the cash requirement report isn't legally required. The County is going above and beyond.**

**Ms. Rogers pointed out that the cash requirement report is the best way to document it and is not required to be on the agenda.**

**Tom Adams, Williamsport. Mr. Adams read a proverb. He talked about James Armistead Lafayette and his role in the revolutionary war. Mr. Adams stated that first responders have a very stressful job and he thinks the Pulse Point app will be a good thing.**

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

JD DiggerHow do the Commissioners vote and approve things that aren't posted for public review?

**JD**

JD DiggerPrevious comment is in regards to minutes from 2023, not 2024

#### **10.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, March 7, 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=IFxAieXUTvE>

## ATTACHMENT (A)

### SALARY BOARD ACTIONS:

- Information Services – Request to reclassify the following positions:
  - Deputy Chief Information Officer, Pay Grade 12 to IT Technology Director, Paygrade 13, Effective: 03/03/2024
  - Consolidated Services Manager, Pay Grade 11 to IT Operations Director, Pay Grade 12, Effective: 03/03/2024
  
- Information Services – Request to remove the following position from the TDA:
  - Chief Information Officer/Director of Consolidated Services, Effective 03/03/2024
  
- Human Resources – Request to reclassify the following positions:
  - Recruitment Specialist, Pay Grade 6 to Senior Recruitment Specialist, Pay Grade 7, Retro Effective: 01/21/2024
  
- Purchasing – Request to reclassify the following position:
  - Chief Procurement Officer, Pay Grade 12 to Director of Financial Management, Pay Grade 13, Effective: 03/03/2024
  - Administrative Specialist, Pay Grade 6 to Financial Support Specialist, Pay Grade 7, Effective 03/03/2024
  
- Budget and Finance – Request to remove the following position from the TDA:
  - Administrative Specialist, Effective: 3/03/2024
  
- Financial Management – Request to transfer the following positions from Budget & Finance, Effective: 03/03/2024:
  - Director of Budget & Finance
  - Financial Analyst
  
- Financial Management – Request to reclassifying the following position:
  - Director of Budget & Finance, Pay Grade 13 to Chief Budget Officer, Pay Grade 12, Effective 03/03/2024
  
- Information Services – Request to remove the following position from the TDA:
  - Chief Information Officer/Director of Consolidated Services, Effective 03/03/2024

## ATTACHMENT (B)

### PERSONNEL ACTIONS:

- Controller's Office – Kane Angell, Internal Auditor, Full-Time Replacement, \$38,377.00 per year, 75 hours per Pay Period, Anticipated Transfer Date: March 3, 2024.
- Financial Management – Mya Toon, Director of Financial Management, Full-Time, \$91,211.01 per year, 75 hours per Pay Period, Anticipated Transfer Date: March 3, 2024.
- Financial Management – Eric Endresen, Chief Budget Officer, Full-Time, \$87,750.00 per year, 75 hours per Pay Period, Anticipated Transfer Date: March 3, 2024.
- Human Resources – Michael Hagen, Senior Human Resources Business Partner, \$87,750.00 per year, 75 hours per Pay Period, Anticipated Start Date: March 11, 2024.
- Human Resources – Gina Champion, Human Resources Business Partner, \$72,800.00 per year, 75 hours per Pay Period, Anticipated Start Date: March 25, 2024.
- Information Services – Mark Hulyo, IT Technology Director, Full-Time, \$86,250.00 per year, 75 hours per Pay Period, Anticipated Transfer Date: March 3, 2024.
- Information Services – Leslie Kilpatrick, IT Operations Director, Full-Time, \$86,023.05 per year, 75 hours per Pay Period, Anticipated Transfer Date: March 3, 2024.
- Pre-Release – Robert Harvey, Resident Supervisor I, Full-Time Replacement, \$18.64 per hour, 80 hours per Pay Period, Anticipated Transfer Date: March 17, 2024.
- Prison – Joshua Flexer, Correctional Officer II, Full-Time Replacement, \$21.48 per hour, 80 hours per Pay Period, Anticipated Transfer Date: March 17, 2024.
- Prison – Damien Doane, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: March 18, 2024.
- Prison – Joseph Brought, Correctional Officer I, Full-Time Replacement, \$20.00 per hour, 80 hours per Pay Period, Anticipated Start Date: March 18, 2024.
- Sheriff's Office – Ryan McClain, Deputy Sheriff, Full-Time Replacement, \$21.63 per hour, 80 hours per Pay Period, Anticipated Start Date: March 11, 2024.

## ATTACHMENT (C)

### TDA ACTIONS:

- Financial Management – Request to rename the Purchasing Department to Office of Financial Management, Effective: 03/03/2024.



Good morning Commissioners

February is HEART MONTH and I am proud to announce that the Lycoming County Department of Public Safety has partnered with UPMC and Susquehanna Regional EMS to bring PulsePoint to our County. Lycoming County will be the 15<sup>th</sup> County in Pennsylvania to adopt PulsePoint, joining 4,992 communities nationwide. This also covers Sullivan County due to Lycoming County 911 providing their dispatch services.

Out-of-hospital cardiac arrest is a leading cause of death in the United States, accounting for an estimated 424,000 deaths each year, more than 1,000 deaths per day. The American Heart Association estimates that effective bystander CPR, provided immediately after cardiac arrest, can double or triple a person's chance of survival. However, less than half of cardiac arrest victims receive bystander CPR or the use of and AED.

The PulsePoint Foundation is a 501(c)3 non-profit that developed an app to alert the public when a nearby cardiac arrest is happening and CPR is needed. The alert will also show any registered AED locations so CPR can be initiated prior to arrival of professional responders who are being simultaneously dispatched by 911. Participation is completely voluntary and alerts are restricted to businesses and public locations.

Additionally, for public awareness, PulsePoint provides a real-time display both on the internet and mobile app of all active Fire and EMS calls occurring, which also aids to increase participation. As users share the daily usefulness of PulsePoint with neighbors, family, and friends, they help build and sustain a dynamic and reliable network of CPR trained individuals.

We encourage the public to download the PulsePoint Respond and PulsePoint AED app, available for both iOS and Android.

During the rollout you will see not only our staff but also EMS and Fire Department units registering AEDs in businesses and public areas which will create a county wide AED registry and database, which will also be a first for us.

We are very thankful UPMC has partnered with the County to fund \$60,000 for setup and 5 years of service to provide this valuable resource to our residents and visitors. In the upcoming months, you will see additional marketing materials.

You can learn more at [pulsepoint.org](http://pulsepoint.org) or contact our office for more details.

Tony Bixby, Chief of Susquehanna Regional EMS would like to say a few words of behalf of UPMC.