

Commissioners:

SCOTT L. METZGER  
*Chairman*

TONY R. MUSSARE  
*Vice Chairman*

RICHARD MIRABITO  
*Secretary*



MATTHEW A. McDERMOTT  
*Director of Administration  
and Chief Clerk*

J. DAVID SMITH  
*Solicitor*

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

COUNTY of LYCOMING  
48 WEST THIRD STREET  
WILLIAMSPORT, PA 17701

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

**LYCOMING COUNTY BOARD OF COMMISSIONERS  
PUBLIC MEETING AGENDA  
THURSDAY, NOVEMBER 30, 2023  
10:00 A.M.**

**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
- 1.5 Public Comment on Agenda Items Only

**2.0 BID OPENING**

- 2.1 Nicki Gottschall – Open the following bid:
  - Polling Place ADA Renovations

**3.0 REPORTS**

- 3.1 Kalen Barnes – Vote to approve accounts payable cash requirement report for invoices due through 12/6/23 to be paid on 11/29/23 in the amount of \$1,582,561.70.
- 3.2 Kalen Barnes – Vote to approve the revision of Poll Worker Pay Run Report for payment on 11/21/23 in the amount of \$87,581.17.

**4.0 INFORMATION ITEMS**

- 4.1 Amy Resh – Lycoming County Library System Update – County Coordination Aid State Grant.

**5.0 PERSONNEL ACTIONS**

- 5.1 Melinda Fryer – 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).

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

**6.0 SALARY BOARD**

- 6.1 Convene Salary Board.
- 6.2 Melinda Fryer – Vote to approve the following salary board actions as outlined in Attachment (B).
- 6.3 Adjourn Salary Board.

*Reconvene Commissioners' Public Meeting*

**7.0 TDA ACTIONS**

- 7.1 Melinda Fryer – Approve the following TDA actions as outlined in Attachment (C)

**8.0 ACTION ITEMS**

- 8.1 Matthew McDermott – Vote to approve Mutual Settlement Agreement and Release for Lobar, et. al., litigations.
- 8.2 Nicki Gottschall - Vote to approve the payment of the remaining balance of the 2023 Actuarial Determined Employer Contribution in the amount of \$568,692.00 (2023 budgeted item).
- 8.3 Mya Toon – Vote to approve Grant & Monitoring Agreement with UPMC for SANE Program in the amount of \$10,825.00 (2023 budget funds available).
- 8.4 Mya Toon – Vote to approve 9-1-1 Statewide Interconnectivity Funding Grant Agreement with Pennsylvania Emergency Management Agency in the amount of \$100,371.25.
- 8.5 Mya Toon – Vote to approve Agreement with McClure Company in the amount of \$325,000.00 (2023 budget funds available).
- 8.6 Nancy Schenck – Vote to approve Agreement with Cardio4dayz, LLC (2023/2024 budgeted item).
- 8.7 Nancy Schenck – Vote to approve Agreement with Drug and Alcohol Rehabilitation Services, Inc. (2023/2024 budgeted item).
- 8.8 Maleick Fleming – Vote to approve Amendment to Subrecipient Agreement with Motoursville Borough (Act 13 Legacy funds).
- 8.9 Jason Yorks – Vote to approve the purchase of HDPE Piping for RMS from Core & Main in the amount of \$13,230.00 (2023 budgeted item).
- 8.10 Beth Baylor – Vote to approve Agreement with Keystone Communications LLC in the amount of \$24,913.44 (2024 budgeted item).
- 8.11 Beth Baylor – Vote to approve Agreement with Keystone Communications LLC in the amount of \$85,392.00 (2024 budgeted item).
- 8.12 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with STEP, Inc. in the amount of \$200,000.00 (2023 PHARE funds).
- 8.13 Maleick Fleming – Vote to approve Subrecipient Monitoring Agreement with STEP, Inc. in the amount of \$50,000.00 (2023 PHARE funds).

8.14 Maleick Fleming – Vote to approve Professional and Administrative Services Agreement with SEDA-COG in the amount of \$67,500.00 (Appalachian Regional Commission Area Development Grant funded).

**9.0 COMMISSIONER COMMENT**

**10.0 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.

**11.0 NEXT SCHEDULED MEETING**

The next Commissioners Public Meeting will be held on Thursday, December 7, 2023, at 10:00 A.M. in the Commissioner’s Board Room, 1st Floor, Executive Plaza, 330 Pine Street, Williamsport, PA 17701.

## ATTACHMENT (A)

- Conservation District – Emmalynn Gillen, Agricultural Conservation Technician, Full-Time Replacement, \$42,660.80 per year, 75 hours per Pay Period, Transfer Date: December 10, 2023.
- District Attorney – Katherine De Silva, Clerk III – Victim/Witness Clerk, Part-Time Replacement, \$16.17 per hour, Not to Exceed 1000 hours in a year, Start Date: December 4, 2023.
- District Attorney – Kurtis Weiland, Office Administrator, Full-Time Replacement, \$18.73 per hour, 75 hours per Pay Period, Transfer Date: December 24, 2023.
- District Attorney – Alexandria Hensler, Trial Clerk Manager, Full-Time Replacement, \$20.54 per hour, 75 hours per Pay Period, Transfer Date: December 24, 2023.
- Pre-Release Center – Shayla Wyland, Resident Supervisor I, Part-Time Replacement, \$18.10 per hour, Not to Exceed 1000 hours in a year, Start Date: December 12, 2023.
- Department of Public Safety – Kennedy Kitchen, Telecommunicator Trainee, Full-Time Replacement, \$18.72 per hour, 80 hours per Pay Period, Start Date: December 11, 2023.
- Information Technology – Bruce Musheno, Technical Analyst, Full-Time Replacement, \$55,000 per year, 75 hours per Pay Period, Start Date: December 4, 2023.
- Adult Probation Office – Ethan Newton, Adult Probation Officer II, Full-Time, \$23.82 per hour, 80 hours per Pay Period, Transfer Date: December 10, 2023.

## **ATTACHMENT (B)**

### **SALARY BOARD ACTIONS:**

- Department of Public Safety – Request to approve the 911 Telecommunicator Bonus Program from December 2022-December 2025.
- Conservation District – Request to add a Temporary Agricultural Technician Position to the TDA until January 12, 2024.
- District Attorney’s Office – Request to add a Temporary Chief Detective position from December 11, 2023-December 31, 2023.

## **ATTACHMENT (C)**

### **TDA ACTIONS:**

- Department of Public Safety – Request to approve the 911 Telecommunicator Bonus Program from December 2022-December 2025.
- Conservation District – Request to add a Temporary Agricultural Technician Position to the TDA until January 12, 2024.
- District Attorney’s Office – Request to add a Temporary Chief Detective position from December 11, 2023-December 31, 2023.